OPEN SYSTEMS® Accounting Software

General Ledger
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS™

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You can, however, apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, refer to page 1-17.

For specifics on using the text version, refer to page 1-39.

The General Ledger System

Use the General Ledger system to consolidate information about your business. You can use it alone, but it works best when interfaced with other applications. You can set up accounts and produce statements that include debit and credit information from the interfaced applications.

Menu Structure

The General Ledger menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

Journal Transactions

After you establish the valid codes and IDs through the File Maintenance functions, use the Journal Transactions functions to do daily work: entering transactions, producing daily reports, and so forth.

These functions update account information in the system, but the automatic updates from interfaced applications may render these functions unnecessary. The functions are here so that you can always update General Ledger information, manually or through other applications.

If General Ledger is interfaced with other applications, be wary when you enter information in these functions. Entering duplicate information in General Ledger that has been posted from another application can throw the system out of balance. For example, when you receive $100 for a sale, enter the transaction in Accounts Receivable (which is interfaced with General Ledger), assign a GL account, and then post it in Accounts Receivable, the balance of the account you specified is updated in General Ledger. Then, if the same $100 debit is entered in the Transactions function, the system gets the $100 debit twice.

Reports

Use the Reports functions to produce summarized information about cash flow, trial balances, and other financial reports.

Periodic Processing

After doing daily work and producing reports, you can use the Periodic Processing functions to create last-year data, consolidate information in the GLMAxxx (Master) file, and remove information from a month or the previous year.

File Maintenance

Use the functions on the File Maintenance menu to set up and maintain information in the system. For example, use the GL Accounts function to establish and update information about accounts throughout the system.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: account segments and types, recurring entries, allocations, and so forth.

File Information

Like all OSAS applications, General Ledger stores information in files. Each file falls into one of four categories: master files, attribute files, temporary files, and statement files. (OSAS does not distinguish between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Master Files

The master files hold information about general ledger accounts.

The GLMAxxx (Master) file holds the general ledger accounts and their balances. To update the balances, use the Post to Master function.

Each record holds the following information, which you can enter through functions in File Maintenance or by updating information from interfaced applications:

- account number and description

- whether it represents debit, credit, or memo information
- beginning balances and balances for each period for five types of balances: actual, budgets, last-year actual, next-year budget, and forecast

The GLALxxx (Allocations) file stores the account numbers and percentages used to allocate transactions. When you use the Post to Master function, the system compares the account numbers in the transactions being posted to the records in this file. This file stores the ratios of how money is to be allocated for account numbers with an allocation record; as a result, specifying the account sends the proper amounts to the proper accounts.

Attribute Files

The attribute files hold data that you can assign to each account.

The GLMSK (Account Mask) file stores a mask that defines each company's account structure. The structure defines the positions used for the main account number, the division, the department, and the subaccount.

The GLSExxx (Account Segments) file stores an ID of each division, department, and subaccount. You enter each ID through the Account Segments function; these IDs are used to sort information in reports.

The GLAT (Account Type) file stores the account type codes and descriptions used throughout the system. When you define a type, you assign a number, a description, and an account class to it. Twelve account classes are available.

The GLRExxx (Recurring Entries) file stores journal transactions that you regularly write to the GLJRxxx file. You enter them into the GLJRxxx file through the Copy Recurring Entries function.

The GLBAT (Batch Statements) file stores information about batches and instructions assigned to each batch ID. You can use a batch ID to instruct the system to print many GL statements at once.

Temporary Files

The temporary files store information created from an action you perform. This information is transferred somewhere else when you perform a different action.

The GtttxxxW (Transaction Work) file (*ttt* represents the terminal ID and *xxx* represents the company ID) stores transaction information until you write it to the GLJRxxx file from the Transactions function.

The GLJRxxx (Journal) file stores general ledger transactions. You can enter the transactions through the Transactions function or through interfaced OSAS applications. This file provides information for the GL Journal and the GL Activity Report. When you post, the information is sent from this file to the GLMAxxx file.

Statement Files

The statement files store information about the layout and contents of statements. These files reflect the fact that you can use General Ledger to tailor statements to fit your needs.

The GLSLF (Statement Layout) file stores specifications for the format of your statements: column names and widths, headings, unit symbols, and so forth.

The GLSCF (Statement Contents) file stores specifications for the contents of your statements: account types, balances, what each statement line does, and so forth.

The GLCFC (Cash Flow Contents) file stores specifications for the Cash Flow Statement. The specifications include account types, balances, what each statement line does, and so forth.

File Interaction

The General Ledger system tracks accounts you can use throughout the OSAS product line. When you enter and post transactions in this application or interfaced applications, account information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Journal Transactions

You can enter transactions in one of these ways:

- You can enter transactions through an application that General Ledger is interfaced with. When you post, the information is copied from the appropriate file in the interfaced application to the GLJRxxx file. Which information gets copied depends on the interfaced application; see its user's manual for more information.

- You can enter transactions through the Transactions function. Reserve this function for transactions not handled by an interfaced application. For example, if you use Accounts Receivable to track sales, be wary when you enter journal transactions that pertain to revenue collected; that information may have been entered in Accounts Receivable.

- You can copy recurring entries to a journal transaction. Use the Recurring Entries function to define the run codes that identify recurring entries. The information is kept in the GLRExxx file. When the transaction comes up, enter the run code in the Transactions function.

Journal Transaction Reports and Posting

The Journal Transaction reports provide information about activity before you post.

The GLJRxxx file provides information for the GL Journal and GL Activity Report. The GL Journal provides information about transactions for the specified periods.

Note

Produce the GL Journal and the GL Activity Report before you use the Post to Master function. When you post, information is changed in the GLJRxxx file and you cannot retrieve it.

Reports

The Reports functions provide information about activity after you post—overall balances and other key historical statistics—that you can compare with reports you produced before you posted.

- The Trial Balance provides debit or credit balances of general ledger accounts for the current period and the year so far. This information comes from the GLMAxxx file. This report is useful when you want to test the balance of debits and credits in General Ledger.

- The Audit Trial Balance provides debit or credit balances of general ledger accounts for the specified period of time: last year's actual, next year's budget, forecast, this year's actual, or this year's budgeted. This information comes from the GLMAxxx file. This report is useful when you want to produce an audit trail.

- The statements (which you define in the Statement Layout and Statement Contents functions) provide account information for the specified ranges of time, companies, divisions, departments, and subaccounts. This information comes from the GLSCF and GLSLF files. You can consolidate information about 20 companies in any statement.

- The Cash Flow Statement provides information about the sources and uses of cash in the specified ranges of time, companies, divisions, departments, and subaccounts. This information comes from the GLMAxxx file. You can consolidate information about 20 companies in the Cash Flow Statement.

Periodic Work

After your files get large, you will want to clear some data through the Periodic Processing functions.

Use the Remove Prior-Year Files function to remove files associated with the specified year. Removing files from past years when they are no longer required can free up valuable disk space.

At the end of a year, use the Create Last-Year Data function to create last-year GLMAxxx and GLJRxxx files and prepare the current files for the new year. When you create the files, the GLMAxxx and GLJRxxx files are automatically assigned an extension .Ynn (where *nn* is the two-digit year). This function also increases the year value in the GLPDxxx table by 1.

Use the Clear and Close Last Year function to clear and close the income and expense accounts for specified capital accounts. By using this function, you prevent possible conflicts because of erased files whose unposted transactions have an effect on this year's balances. The system checks for such transactions, warns you of all occurrences, and moves the transactions from the previous year's GLJRxxx.Ynn file to the current year's GLJRxxx file (period 1).

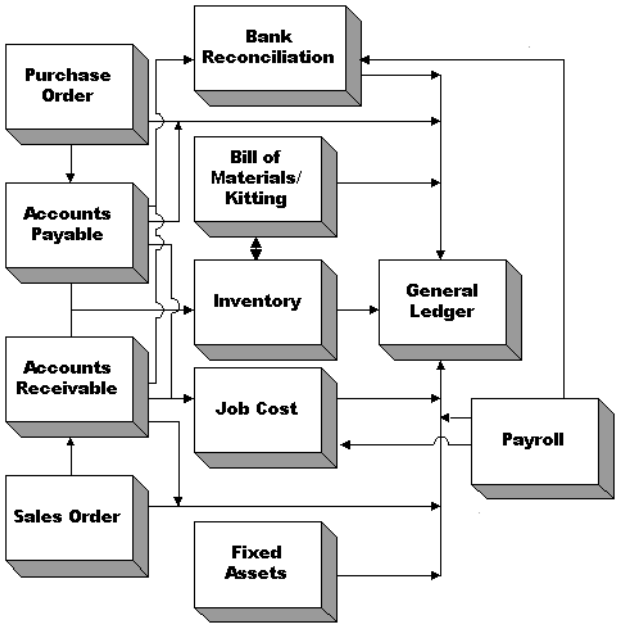
When you are finished working with last year's information, use the Update Current Year function to update the account balances for this year. This function, like the Clear and Close Last Year function, updates information in the current year's GLJRxxx file (period 1). However, it copies the information instead of moving it; this function does not affect last year's information.

To clear journal entries from previous periods in this year, use the Month-End Maintenance function. This function removes transactions from the GLJRxxx files for the specified periods.

Use the Consolidate Master Files function to consolidate account balances from different files or different computers into the GLMAxxx file of one company. This function is useful if you want to store all historical information in one place and produce consolidated financial reports from one company.

Application Interaction

General Ledger can be used as a standalone application, but you get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So, interfacing your applications reduces data entry time and the number of possible errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *General Ledger User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.

- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems each terminal usually has a default ID that was assigned to it when the terminal was added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 **-c** B **-a** selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using selena as your access code and H as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**selena **-c**H

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style

For a sample of the Start-style favorites menu, see page 1-27. For a sample of the text favorites menu, see page 1-41.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

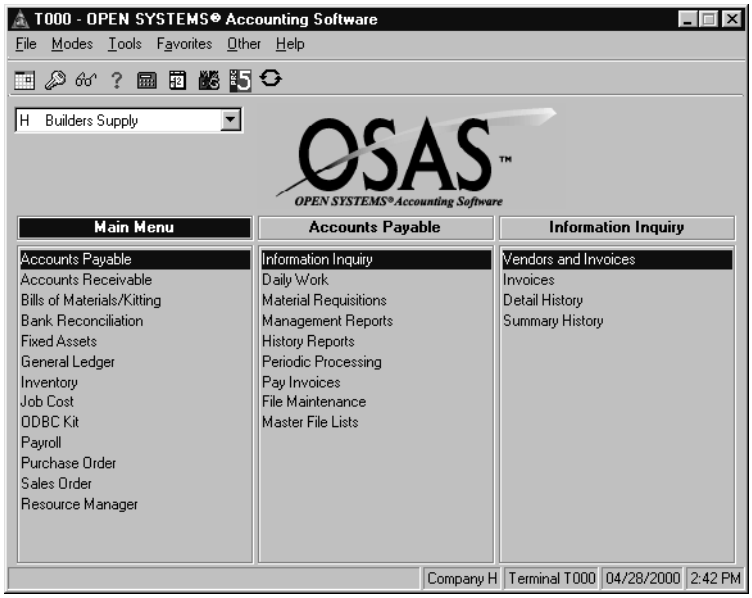
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

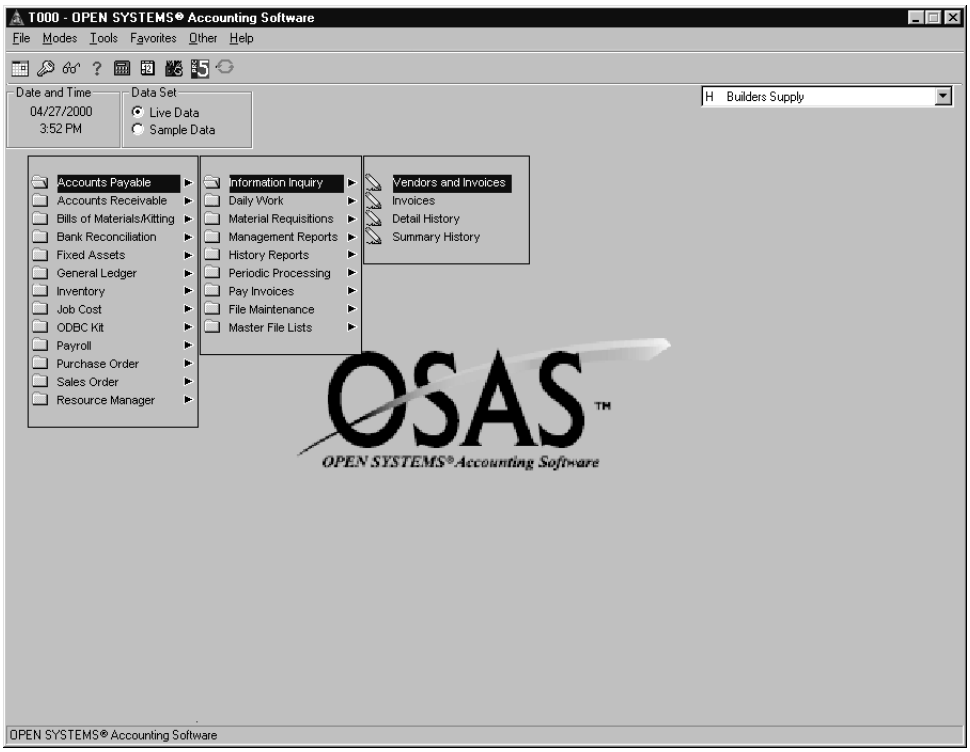
Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

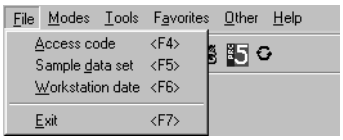
Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

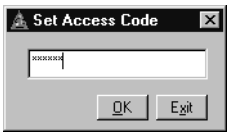
Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

File Menu



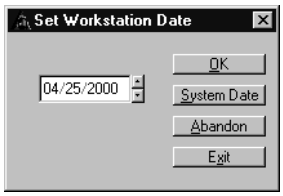
Command	Tool Button	Key	Result
Access code		**F4**	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		**F5**	Toggles between the Sample Data and the Live Data.
Workstation date		**F6**	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		**F7**	Exits from OSAS.

Using the Access Code dialog box



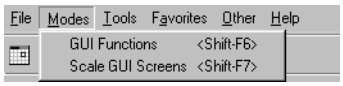
To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



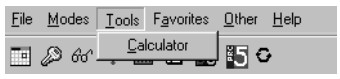
To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

Modes Menu



Command	Tool Button	Key	Result
GUI Functions		**Shift-F6**	Toggles between GUI function screens and text function screens.
Scale GUI Screens		**Shift-F7**	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

Tools Menu

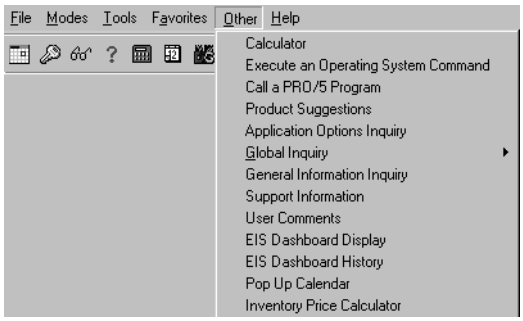


Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Tool Button	Key	Result
Change to Favorites		**F2**	Displays the Favorites menu/Main menu. See *Graphical Favorites Menu* on page 1-27.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu

Command	Tool Button	Key	Result
Help		**F1**	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons

There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the *Resource Manager User's Manual*.

Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field

Select the company to change to from the pull-down list box.

Data Set

On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

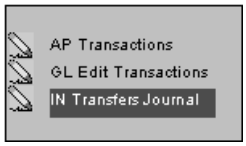
Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (**F10**)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (**F5**)	Switches between your sample data and your live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (**F1**)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style



To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

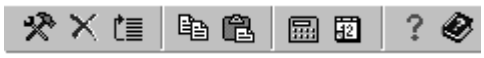
You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons



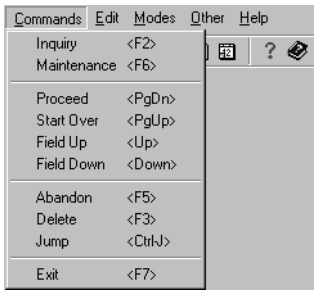
Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons

Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

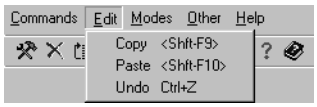
Function Pull-Down Menus

Commands Menu



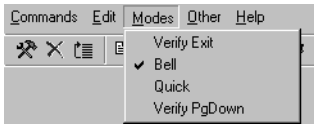
Selection (Key)	Operations
Inquiry (**F2**)	Use the **Inquiry** command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (**F6**)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (**PgDn**)	Proceed to the next screen or save your entries.
Start Over (**PgUp**)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (**Up**)	Move the cursor to the previous field.
Field Down (**Down**)	Move the cursor to the next field.
Abandon (**F5**)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (**F3**)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (**Ctrl-J**)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (**F7**)	Exit from a screen or a window and disregard everything you entered.

Edit Menu



Selection (Key)	Operations
Copy (**Shift-F9**)	Copy the contents of the current field.
Paste (**Shift-F10**)	Paste the value you copied from a previous field into the current field.
Undo (**Ctrl-Z**)	Restore the contents of the current field from before you made changes to it.

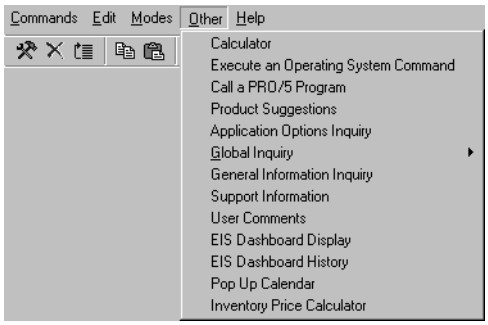
Modes Menu



Check the options you want to use.

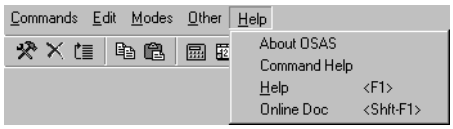
Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu



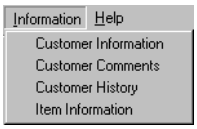
Selection	Operations
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu



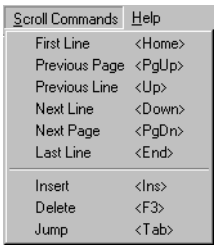
Selection (Key)	Operations
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (**F1**)	Get information about the field you are working on.
Online Doc (**Shift-F1**)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

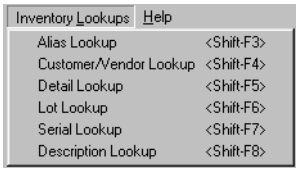
Scroll Commands Menu



The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)	Operations
First Line (**Home)**	Moves the cursor to the first data entry field.
Previous Page (**PgUp**)	Displays the previous page.
Previous Line (**Up**)	Moves the cursor up to the previous line.
Next Line (**Down**)	Moves the cursor down to the following line.
Next Page (**PgDn**)	Displays the following page.
Last Line (**End**)	Moves the cursor to the last data entry field.
Insert (**Ins**)	Allows the insertion of characters between preexisting entries in a field.
Delete (**F3**)	Deletes the selected characters.
Jump (**Tab**)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu



If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (**Shift-F3**)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (**Shift-F4**)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Detail Lookup (**Shift-F5**)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup (**Shift-F6**)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Serial Lookup (**Shift-F7**)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Description Lookup (**Shift-F8**)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry

When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help** (**F1**) command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the **INS** flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (**OVR** appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

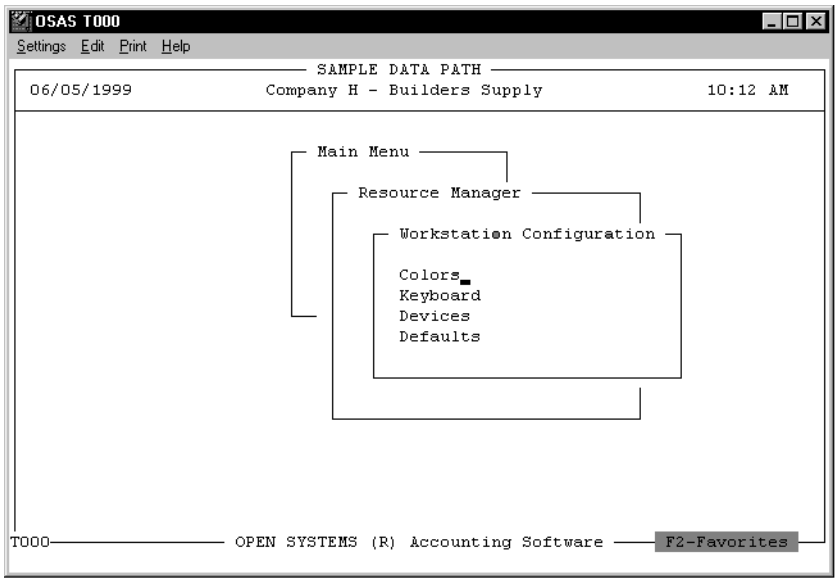
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

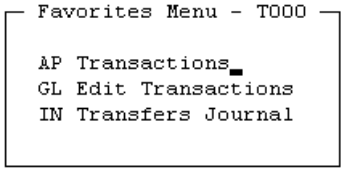
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or **Down**	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or **Down**	Move the cursor to the next field and accept the data entered.
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ?** < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

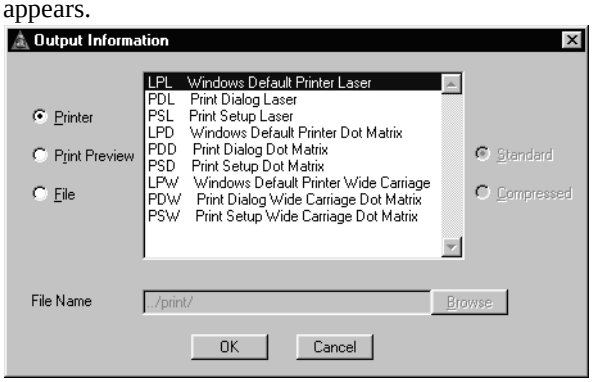
Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed** (**OK**) command, the Output Information screen appears.



To print the report

- Select **P**rinter and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select P**r**int Preview and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion 2

Installation 2-3
Conversion 2-5

Installation

Before You Install General Ledger

Make sure your system meets these minimum requirements before you install General Ledger.

The General Ledger system needs a minimum of eight megabytes (8Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing General Ledger

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Manual*) to install General Ledger. Then install your other applications.

Setting up General Ledger

Once you have installed General Ledger on your system, you must prepare your data files for everyday use.

You can prepare files for use with General Ledger in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use other OSAS applications with General Ledger, you must install and set up General Ledger before you set up the other applications.

Conversion

If you use an earlier version of OSAS General Ledger, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade General Ledger data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of General Ledger before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of General Ledger, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value-added reseller.

Converting from Versions 4.6x and Earlier

The account numbers may have to change to be brought into compliance with the account mask. During conversion, the system makes a suggestion for the new account number, which you can accept or edit. The GLCGxxx file is created to record these changes, and other applications will access this file to change their own account numbers.

Account types from versions 4.11 through 4.6x are converted as follows:

- Balance sheet accounts have an account type of 080 (other)
- Income statement accounts have an account type of 530 (other).
- Memo account types have an account type of 999 (not defined). These account types require manual adjustments in the Account Types function.

If you are converting from version 4.10 or lower, each general ledger account will have 999 (not defined) as the account type for all converted accounts. After conversion, print a detailed chart of accounts. Use the Account Types function (page 7-13) to make the necessary changes.

To use the Cash Flow Contents function, you must make adjustments to the account types unique to each account number. For example, cash accounts must be defined, using 005 (cash on hand) and/or 010 (cash on deposit). You can use the Account Types function (page 7-13) to make changes individually or in groups.

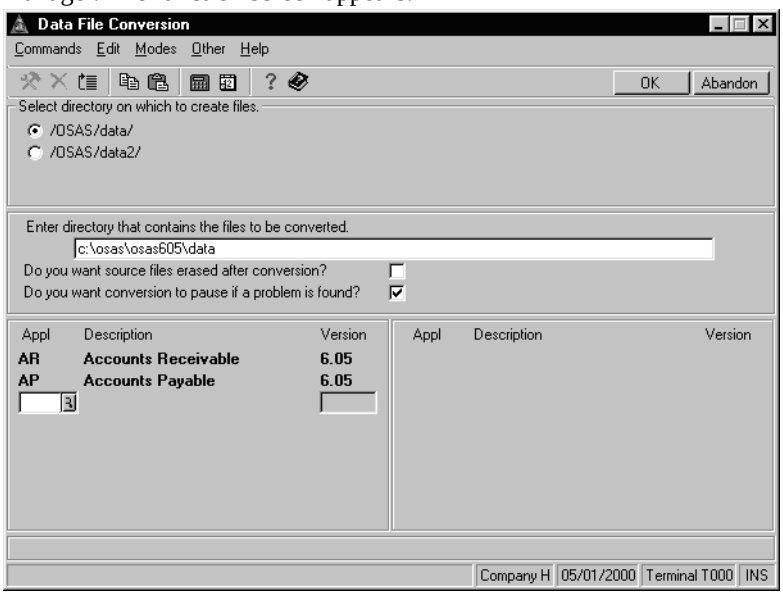
If you are converting from version 4.1 through 4.6, the account mask is already assigned. If you decide to change the mask as you are converting, the new mask must be defined in the older version before converting. You can change masks after conversion, but don’t change it until all application conversions are completed.

Note

If you do not change account masks before you convert, your other application masks will not match.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **GL** in the Appl column; *General Ledger* appears.

6. Enter your earlier version number of General Ledger, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift-F2** in text mode.

7. If data files already exist for General Ledger in the intended destination path, the **GL data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application**? prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only General Ledger files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with General Ledger added—appears.

Setup 3

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Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces

  characters (-, *, /, and so forth)

  numbers (0-9)

  uppercase letters (A-Z)

  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. These suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, you might use the first two characters of a recurring entry reference ID to indicate the division or department the entry is for.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive general ledger account IDs of 3001 and 3005 leaves room for three items in between.

Setup Checklist

Follow the steps in the checklist below to set up your system. Each step is explained in this section.

1. Set up the options.
2. Build the CNVTxxx table.
3. Define the account mask.
4. Build the GLSExxx (Account Segments) file.
5. Define the account types.
6. Build the chart of accounts.
7. Build the GLALxxx (Allocations) file.
8. Build the GLRExxx (Recurring Entries) file.
9. Set up the financial statements.
10. Enter the initial balances.
11. Set up access codes.
12. Set up a backup schedule.

Setup Functions

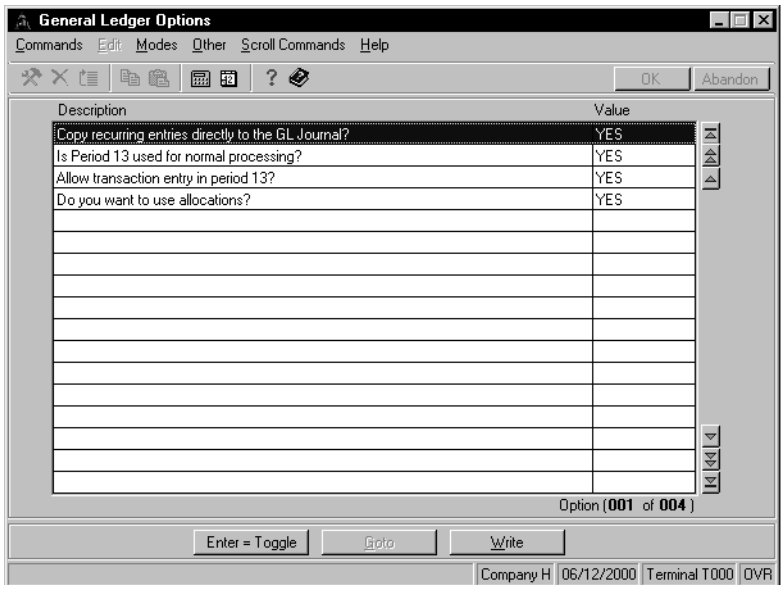
Options and Interfaces

To interface other applications with General Ledger, see the user's manuals for those applications for instructions.

Options Screen

To set up the options for General Ledger, select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **GL** as the application ID. The General Ledger Options screen appears.


General Ledger Options
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Description Value
Copy recurring entries directly to the GL Journal? YES
Is Period 13 used for normal processing? YES
Allow transaction entry in period 13? YES
Do you want to use allocations? YES
Option (001 of 004)
Enter = Toggle Goto Write
Company H 06/12/2000 Terminal T000 OVR

Command Bar

Enter = toggle, **Goto**, **Write**

To toggle an option (for example, between YES and NO), press **Enter**.

The Goto command is not available in the General Ledger Options and Interfaces screen.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether you want recurring entries copied directly to the GL Journal.

2. Toggle to **YES** or **NO** to indicate whether you use period 13 for normal processing.

3. Toggle to **YES** or **NO** to indicate whether you want to be able to enter transactions (adjustments, for example) in period 13. If you use period 13 for normal processing you cannot set this option to NO.

4. Toggle to **YES** or **NO** to indicate whether you want to use allocations. If you select NO, you cannot access the Allocations or Allocations List functions.

Period Setup

The CNVTxxx (Period Conversion) table in Resource Manager stores the general ledger accounting periods and their corresponding months in the fiscal year. The general ledger period that corresponds to the system date is displayed in the Resource Manager Period Setup function and in other OPEN SYSTEMS Accounting Software applications.

The CNVTxxx table must be set up using the Resource Manager Period Setup function before you can begin using the General Ledger system. See the *Resource Manager User's Manual* for more information.

Account Mask

Before setting up a company's chart of accounts, define the account mask. The account mask determines the format of the account numbers.

Account numbers can be 12 characters long and can have four segments: the main account number, division, department, and subaccount. The main account number segment is required; the other segments are optional.

You can arrange the segments in any order, omit segments you do not need, and use fill characters (for example, a hyphen) to separate segments.

Any character can serve as a fill character, but only one type of fill character can be used in an account number format. That is, you can use a hyphen or a period, but not both. A fill character takes up one position in the account number, and it appears in every blank position between account segments.

You might use the first four positions for the main account number, the next two positions for the subaccount, the following three positions for the division, and the final three positions for the department: MMMM33111222. You might use a two-segment mask where the first four positions denote the division and the final four denote the main account number: 1111MMMM. Or you might use a three-segment mask separated by a fill character: MMMM-11-222.

User-Defined Account Sorts

Regardless of how you organize your account mask, you can specify how you want account information to be sorted when you produce some reports. For example, your account mask might be MMM112233, but you want account information to be printed in the order 231M in some reports and in the order 31M2 in other reports. By entering the correct configuration in the User-Defined Account Sort fields, you establish the order that information will appear in the reports.

Multiple Companies

If you will print consolidated statements for several companies that are on the system, assign the same account mask to each company. If different account masks are used, the consolidated statement might be incorrect, since statements do not allow companies with different masks to be consolidated.

See page 7-3 for more information about account masks.

Account Segments

If you set up a division, department, or subaccount segment in the account mask, you can set up a description of each division, department, or subaccount you use.

For example, if you use divisions 001, 002, and 003, you might enter these descriptions:

001 Minneapolis
002 California
003 Texas

Likewise, if you use departments 10, 20, 30, and 40, you might enter these descriptions:

10 Accounting
20 Administration
30 Sales and Marketing
40 Shipping and Receiving

For several General Ledger reports you can select ranges of divisions, departments, and subaccounts, and you can specify the order of the account segments. The descriptions you assign in the GLSExxx file appear in the report headers.

See page 7-9 for more information about account segments.

Account Types

Account types are used to group accounts together for the purpose of producing statements, such as cash flow and trial balance. Each account type has an account class and code associated with it. The class is the general category an account type fits into—for example, long-term asset, current asset, or long-term liability. The code denotes whether the account is a credit, debit, or memo account.

See page 7-13 for more information about account types.

Chart of Accounts

Before processing data in General Ledger, set up the chart of accounts. A well-planned chart of accounts makes the General Ledger system easy to use, requires little maintenance, and can be expanded as a business grows. Take time to figure out the best account structure for your present and future needs.

If you interface General Ledger with other OPEN SYSTEMS Accounting Software applications, see the appropriate user's manual for information about the accounts you will need to post entries from. Make sure that the General Ledger tables and records in the other applications match the appropriate accounts in the GLMAxxx (Master) file. If tables and records do not match the appropriate general ledger accounts, the journal entries from the other applications will not be posted properly.

Copying the Chart of Accounts

If you use the same account numbering structure for several companies, you can save time by building one company's chart of accounts and then copying it to each of the other companies (see page 7-25). You can also copy budget, last-year balances and forecast amounts from one company to another (if the companies use the same account mask), from one division to another, or from one department to another within the same company.

Account Number Structure

Account numbers can consist of any combination of numbers, letters, and dashes, but the account numbers must conform to the account mask (see **Account Mask** above). To ensure that the accounts are organized correctly in reports and statements, all the account numbers should be the same length. The system forces all account numbers to fit the mask by filling in zeros or letters if you leave spaces.

Main account numbers should indicate significant groups—assets, liabilities, equity, revenues, and expenses. For example, main account numbers 1000 to 1999 could be assets, 2000 to 2999 could be liabilities, and so on.

Use the same ranges of main account numbers for the same account categories for all companies. It simplifies setting up the system, and you will be able to use the same sets of statement layouts and contents for all companies when you print financial statements.

When assigning account numbers, skip numbers between accounts to leave room for future accounts. For example, you might assign asset account numbers in the following series: 1000, 1010, 1020, 1030.

Memo Accounts

Memo accounts track miscellaneous figures that may be useful in preparing financial statements. For example, you might set up a memo account to track the number of shares of stock outstanding.

For more information about memo accounts, see page 7-15.

Account Balances

The beginning account balance is the balance at the start of the current fiscal year or quarter. Each of the 13 period balances is the *net change* in that balance caused by the transactions posted to that period.

The balances you enter should be current at the beginning of an accounting period. If you start in the middle of a fiscal year, use the period that corresponds to the period you start with. Do not start with period 1 unless the starting period is the first period in your fiscal year.

Actual Balances

Set up actual balances in either of the following ways:

- To produce a detailed audit trail of your entries, enter only the beginning actual balance when setting up an account. Later you will make GL Journal entries to enter the period balances (see **Initial Balances** below) and then post them to the GLMAxxx file.

- If you want to save time and if you do not need a complete audit trail of your entries, enter the beginning balance and all the account balances. If you print the GL Activity Report after you enter these balances, the message **Missing Entries** is printed for each account that has a period balance different from the beginning balance. You can ignore the message.

Budget and Last-Year Balances

After you enter or skip each period actual balance, you can enter the period budget balance for the current-year budget (if any). Then after you enter or skip the period budget balance, you can enter the period last-year balance.

Use the Account Budgets function (see page 7-21) to enter budget and forecast balances, using special formulas. To print comparative income statements or balance sheets, you must enter the last-year beginning and period balances.

Consolidation

Use the Consol-To Account and Step fields to print consolidated statements for companies that are on different computers or to combine multiple companies on the same computer system into *one* company for reporting purposes.

Trial Balances

After entering all the account balances, print five Trial Balances—one for actual balances, one for current-year budget, one for last-year balances, one for next-year budget, and one for forecast amounts. Check the Trial Balances for errors and make sure that the amounts balance.

For more information about charts of accounts, see page 7-15.

Allocations

If you enter transactions against one major account and then distribute them to several other accounts, you can set up an allocation record for the major account. In that record specify each account to which transactions will be allocated (up to 45) and the percentage that each account will receive. The sum of the percentages must equal 100 percent.

Once allocations records are established, you can enter Journal transactions against the major account and, by checking the Allocate box (or entering **Y** in text mode) in the Transactions and Edit Transactions functions, indicate that the transaction should be allocated. When you post, the system creates entries according to the allocation record.

For more information about allocations, see page 7-29.

Recurring Entries

Journal entries made regularly—every week, every month, and so on—are called *recurring entries.* To set up groups of recurring entries, use the Recurring Entries function. When you want to copy the recurring entries to the GLJRxxx (Journal) file, use the Copy Recurring Entries function (see page 4-11).

If General Ledger is interfaced with other OPEN SYSTEMS Accounting Software applications, some recurring entries may be better tracked through those applications. For example, you can use Accounts Payable to print monthly rent checks and create the proper GL entry.

The Reference field must be a unique number and cannot be edited later.

Run Codes

Run codes group particular recurring entries together. For example, you can copy specific run codes and then post all the weekly transactions at the same time.

Assign run codes with care. For example, weekly recurring entries can be assigned a run code of 1, biweekly recurring entries a run code of 2, and so on.

Debits and Credits

Each recurring entry must consist of at least one debit and one credit transaction, and the total debits must equal the total credits in a run code.

For each debit or credit, assign a unique reference code, which identifies the item if it needs to be changed or deleted.

For more information about recurring entries, see page 7-33.

Financial Statements

Before printing financial statements, set them up through the Statement Layout and Statement Contents functions.

A financial statement consists of one statement layout and one statement content. The Statement Layout function controls the width and placement of the columns and the type of balances to use. The Statement Contents function controls the rows of the report and determines which accounts to include.

One statement content can be printed with several statement layouts. Likewise, one statement layout can be printed with several statement contents. For example, a company’s balance sheet statement content BAL1 can be printed with statement layouts BALA and BALF. This flexibility allows for a great range of financial statements.

Layouts

Use the Statement Layouts function to control the width and placement of the columns and to determine the type of balances to use. The General Ledger application contains the following sample statement layouts:

Layout ID	Description (Balance Sheets)
BALA	Budget Comparison
BALB	Last-Year Comparison
BALC	Budget and Last-Year Comparison
BALD	Change from Last Year
BALE	Balance Sheet
BALF	Balance Sheet
BALG	Six-Month Comparison

Layout ID	Description (Income Statements)
INCA	Budget Comparison (current/YTD)
INCB	Last-Year Comparison (current/YTD)
INCC	Budget Comparison (current/QTD/YTD)
INCD	Last-Year Comparison (current/QTD/YTD)
INCE	Budget/Last-Year Comparison (current/YTD)
INCF	Budget Variance (current/YTD)
INCG	Last-Year Variance (current/YTD)
INCH	Budget Variance (current/QTD/YTD)
INCI	Last-Year Variance (current/QTD/YTD)
INCJ	Current Period/Previous Period/YTD

INCK	Current Period/YTD
INCL	Current Period/QTD/YTD
INCM	YTD Divisional Side-by-Side Comparison
INCN	Divisional Side-by-Side Comparison
INCO	Companies Side by Side
INCP	Six-Month Comparison
RATA	Ratio Analysis

Year-to-date (YTD) statements use 13 accounting periods; quarter-to-date (QTD) statements use 3 periods. If you use a quarterly system (that is, each of the 13 periods equals one week in the quarter), print a current/YTD report to get QTD information.

Contents

Use the Statement Contents function to control the rows of the report and to determine which accounts to include. The General Ledger application contains the following sample statement contents:

Content ID	Description
BAL1	Detailed (Balance Sheet)
BAL2	Summary (Balance Sheet)
INC1	Detailed (Income Statement)
INC2	Summary (Income Statement)
RAT1	Ratio Analysis

Detailed statements show the individual accounts. Summary statements show only the major account categories (current assets, current liabilities, and so on). Print the sample statements to find which ones you can use. You can produce both summary and detailed versions of each balance sheet and income statement by producing each layout ID with both content IDs.

When selecting layouts to use, set up the contents so that they will use the appropriate account numbers.

To print consolidated statements for more than one company, you may want to set up additional statement contents for that purpose.

To use the ratio analysis content RAT1, set up a special memo account in the chart of accounts to hold the number of shares of stock outstanding. Then modify the content of RAT1 to identify the memo account number. The number of shares in that account is used in the ratio analysis to calculate earnings per share.

Account Masks

Assign an account mask to each statement content. Each company using a statement content must have the same account mask. In addition, to print consolidated statements, you must assign the same account mask to each company that is included.

Printing Statements

Use the Statements function (see page 5-11) to print financial statements. After printing a statement for the first time, check the figures. If you find errors, use the Statement Layout and Statement Contents functions to make corrections.

Batch Statements

If some statements are routinely produced for the same companies, you can set up the group of statements in a batch statements record. Then instead of entering printing parameters each time you produce the statements, you enter the batch ID for the group of statements and the system uses the parameters set up in that record.

Initial Balances

You must enter actual balances for each past period in the current fiscal year.

- To produce an audit trail of all the entries in the current fiscal year, enter the individual transactions in the GL Journal and post them to the appropriate general ledger periods.
- To produce a less detailed audit trail, enter one transaction for each account with activity in each period (except the current one), representing the total period activity. Then post the entries to the appropriate general ledger periods.
- For the current period, enter individual transactions and post them to the current general ledger period.
- If an audit trail is not required, enter the beginning balances and the *net change* in each period for each account when setting up a company's chart of accounts. When you print the GL Activity Report (after entering the balances), the message **Missing Entries** is printed for each account that has a period balance different from the beginning balance. You can ignore the message.
- See **Chart of Accounts** above and page 7-15 for information about entering account balances in this manner.

Entering Initial Balances

Follow the steps below when entering initial balances to produce an audit trail of the current year's past-period activity:

1. Use the Transactions function (see page 4-3) to enter all the transactions or the total period activity for each account for period 1.
2. Copy recurring entries for period 1 to the GtttxxxW (Transaction Work, where *ttt* represents the terminal ID number) file (see page 4-11). Then use the Transactions function to edit them and write them to the GL Journal.
3. Print the GL Journal for period 1 and check it (see page 4-17).

4. Use the Edit Transactions function (see page 4-31) to correct transactions that have errors. Then print the GL Journal again.

5. Use the Post to Master function (see page 4-35) to post the period 1 transactions to the GLMAxxx file.

6. Print a Trial Balance (see page 5-3) for period 1 to check for errors.

7. If you find errors in the Trial Balance, use the Transactions function to make correcting entries. Then post the entries to the GLMAxxx file and reprint the Trial Balance.

8. Use the Statements function (see page 5-11) to print financial statements for period 1.

9. Repeat steps 1–8 for each past period in the current fiscal year.

When you finish entering the activity for the past periods, you can begin entering the transactions for the current period.

Out of Balance Entries

For every debit you enter in the GL Journal, you must enter an offsetting credit (and vice versa). If entries are out of balance during setup, you can use the forced-balance password to exit from the Transactions function without balancing the entry.

If you use the Recurring Entries function and accounts are out of balance–even if the overall totals are in balance–you must enter a forced-balance password. If you use the forced-balance password, print the GL Journal to find out why the journal is out of balance. Then correct the situation as soon as possible.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the General Ledger system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in. Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code *CHARM* for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of the GLJRxxx file, the GLMAxxx file, and the information available through the statements, you should limit access to the following functions:

- Account Mask
- GL Accounts
- Copy Chart of Accounts
- Transactions
- Copy Recurring Entries
- Edit Transactions
- Post to Master
- Trial Balance
- Audit Trial Balance
- Statements
- Create Last-Year Data
- Clear and Close Last Year
- Update Current Year
- Consolidate Master Files

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Forced-Balance Password

The system also provides a forced-balance password, which lets you exit from transaction entry functions in out-of-balance situations. You can exit from out-of-balance transactions without the password, but you cannot write transactions to the journal.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your General Ledger data files whenever they change—every day or every week—and before you run these functions:

- Account Mask
- Post to Master
- Create Last-Year Data
- Clear and Close Last Year
- Update Current Year
- Month-End Maintenance
- Consolidate Master Files

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Media

We recommend keeping one or more sets of backup media in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Journal Transactions 4

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Introduction

The functions explained in this chapter constitute the daily work portion of General Ledger. You might or might not enter all the General Ledger Journal transactions through the Journal Transactions functions; other applications such as Accounts Payable and Accounts Receivable can update the General Ledger system, eliminating the need to enter transactions through General Ledger.

Regardless of where the journal transactions originate, you will use the Journal Transactions functions to make miscellaneous entries and adjustments.

The functions on the Journal Transactions menu follow your work cycle. First, enter transactions and copy recurring transactions. Second, print the GL Journal and GL Activity Report to make sure that your entries are correct. Third, edit transactions (if necessary). Finally, post the transactions to the GLMAxxx (Master) file.

Each function is explained in this chapter.

Transactions

Use the Transactions function to enter GL Journal transactions for revenues, expenses, asset acquisitions, and so on. You can make journal entries to any of the 13 periods—and to last-year data—at any time in the financial year or quarter.

You need not use the Transactions function to enter all GL Journal transactions. Other OPEN SYSTEMS Accounting Software applications such as Accounts Payable and Accounts Receivable update the GLJRxxx (Journal) file with the proper entries if they are interfaced with General Ledger. You can also use the Copy Recurring Entries function (see page 4-11) to copy entries made on a regular schedule to the transaction records.

If you use other functions to update the GL Journal, you still must use the Transactions function to make miscellaneous entries and adjustments.

Before You Begin

Before entering GL Journal transactions, obtain a copy of the chart of accounts for each company and a detailed list of the latest entries you need to make for each company. You can use original documents (check register, invoices, books of original entry, and so on), but make sure that you have all of them; each company's entries must balance.

You can enter transactions for only one company at a time. Before you select the Transactions function, make sure that the menu screen shows the correct company and date (see chapter 1 for information on changing the company ID and date).

Source Codes

Each debit or credit has a two-character source code, which indicates the origin of the transaction. You can use the source code to select the types of entries to include in the GL Journal and the GL Activity Report.

The default source code for entries made through the Transactions function is M1. You can change the second character to any other number or to a letter to distinguish the entry, but the first character must be the letter *M* (manual entry).

You can enter an accrual transaction with source code R1 if you want the system to reverse the transaction automatically (see **Automatic Reversal of Accrual Entries** below) in the following GL period.

Here are some suggestions for assigning source codes:

- Assign special source codes for special entries; for example, use *MY* for year-end audit adjustments.
- Assign a character to each week in the period. When you print a GL Journal that contains transactions with the same source code, you can see the entries for a particular week.
- Assign a different character to each person who makes entries so that you will know who entered each transaction.

The system assigns some source codes automatically:

Code	Source of Entry
AL	General Ledger Automatic Allocation
AP	Accounts Payable/Purchase Order
AR	Accounts Receivable/Sales Order
BK	Bill of Materials/Kitting
BR	Bank Reconciliation
CL	GL Year-End Closing
FA	Fixed Assets
IN	Inventory
JC	Job Cost

Code	Source of Entry
PA	Payroll
R1	GL Auto-Reversing Accrual (entered)
R2	GL Auto-Reversed Accrual (generated reversal)
RE	General Ledger Recurring Entry

The system assigns source code R2 to the transactions that automatically reverse R1 transactions.

Automatic Reversal of Accrual Entries

If you want the General Ledger system to reverse accrual entries automatically, enter the accrual transaction with source code R1. The system generates a transaction for the next period that reverses the accrual entry. The reversing entry has a source code of R2.

For example, suppose that your company usually has accrued wages at the end of the month. You could enter R1 transactions to account for the accrued wages expense. The next month the system would generate R2 transactions that reverse the accrual entries. When the wages were paid, you would enter transactions for the full amount.

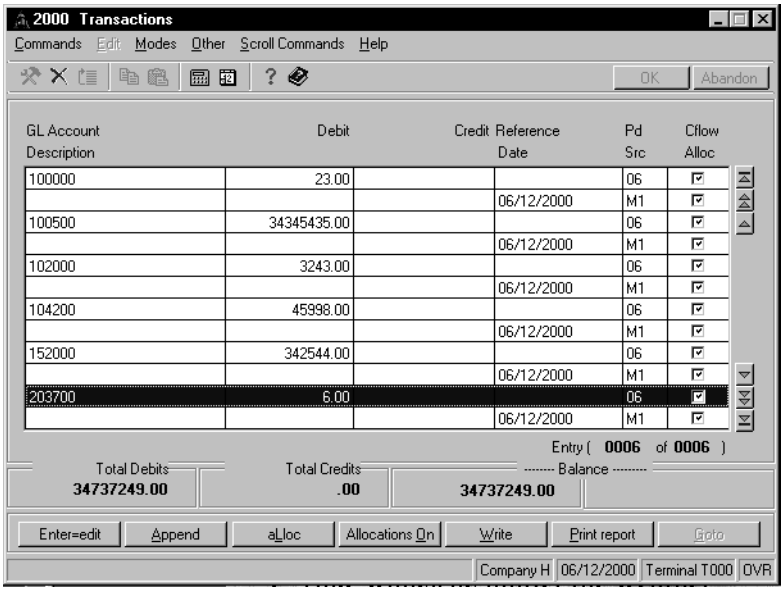
An R1 accrual transaction entered in the last period will be reversed in period 1 of the next fiscal year.

Automatic Allocations

You can make automatic allocations (page 7-29) by simply entering an account number that is set up in the GLALxxx (Allocations) file and then checking the Allocate box (or entering **Y** in text mode). Then when you post transactions in which the allocation flag is set for valid allocation accounts, they are automatically distributed to the accounts specified in the allocation record.

Transactions Screen

Select **Transactions** from the Journal Transactions menu. This screen appears.



If no transactions are on file, the Append Line screen is displayed: see **Append/ Edit Line Screen** below. If transactions exist, see **Transactions Scroll Region** later in this section.

Append/Edit Line Screen

The only differences between the Append Line screen and the Edit Line screen are the title and the fact that data is displayed in the Edit Line screen.

Field	Description
GL Account	Enter the number of the account the transaction will be posted to. The GL account's description appears beneath the account number for verification.

Field	Description
	When you use the **Maintenance** (**F6**) command, the GL Accounts function (see page 7-15) is temporarily called up.
Debit/Credit	For a debit transaction, enter the dollar amount in the Debit field. For a credit transaction, skip the Debit field and enter the amount in the Credit field.
Trans Desc	Enter a description of the transaction—for example, Gas and Oil Expense.
Reference	Enter a reference to identify the type of transaction. For example, you might use GAS/OIL to identify entries for gas and oil expenses.
Trans Date	Press **Enter** to accept the date that is displayed, or enter a different date for the transactions.
GL Period	The accounting period that corresponds to the transaction date is displayed. Press **Enter** to post the transaction to the period that is displayed, or enter a different period (1 to 13).
Source	The defaults from the previous transaction are displayed. Press **Enter** to accept it, or enter a different source code. The system uses R1 if R1 is not balanced. The first character must be *M*, except for automatically reversing accrual entries, which must have source code R1. (For more information, see Source Codes above.)
Allocate?	If you want the transaction to be allocated when it is posted, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The transaction is allocated only if an allocation record exists for the account you entered above.
Cash Flow Transaction?	If you want the transaction to be included in the Cash Flow Statement, check the box (or enter **Y** in text mode). If you want the transaction to be excluded from the Cash Flow Statement (for example, in the case of a correcting entry), check the box (or enter **N** in text mode).

Field	Description
	Exclude the transaction only if you are sure that it is a noncash-flow transaction. Incorrect entries can result in an erroneous Cash Flow Statement.

When you save the entry, the transaction appears in the scroll region above the Append Line screen, and the cursor returns to the GL Account field in the Append Line screen. If the balance of the entries is a debit, the offsetting credit amount is displayed in the Credit field of the next transaction; if the remaining balance is a credit, the offsetting debit amount is displayed in the Debit field and source code and period default from the previous transaction.

Continue entering transactions until the balance at the bottom of the screen is zero. If the offsetting amount should be split between two or more accounts, enter the necessary additional transactions to bring the balance to zero (see **Double-Entry Bookkeeping** below).

Transactions are not immediately written to the GLJRxxx (Journal) file. They are held in a transaction work (GtttxxxW) file, which is specific to the workstation where the transaction was entered. To write the transactions to the GLJRxxx file, use the **Write** command in the Transactions scroll region (see below).

When you are finished entering transactions, exit to the Transactions scroll region.

Transactions Scroll Region

Enter = edit, **Append**, **aLloc**, **Allocations On/Off**, **Write**, **Print report**, **Goto**

To edit the line the cursor is at, press **Enter**. To append a transaction, press **A**. Then see **Add/Edit Line Screen** above.

To change the allocation flag of the line the cursor is at, press **L**. To toggle the default for the Allocate field (in the Append Line window) from checked (YES) to unchecked (NO), press **O**.

When you have made the last journal entry, press **W** to save the transactions. The information stored in the temporary file is written to the GLJRxxx file. Then exit to the Journal Transactions menu.

To produce a list of the unwritten transactions for the terminal being used, press **P**. Then select the output device for the Unwritten Transactions Report. An example of the Unwritten Transactions Report is on page 4-10.

To go directly to a particular transaction, press **G**. (This command is available only when there are more than one page of entries in the scroll region.)

Double-Entry Bookkeeping

Double-entry bookkeeping requires an offsetting credit for each debit, and vice versa. You must continue entering transactions until the balance of the entries is zero.

If you are writing transactions to the journal in an out-of-balance situation, you can enter the forced-balance password.

Incorrect Entries

If you save an incorrect transaction, use the Edit Transactions function (see page 4-31) to correct the problem; or enter a reversing transaction, and then enter the transaction correctly.

Each time you enter journal transactions for a company, print the GL Journal (see page 4-17) for that period so that you have an audit trail of the transactions.

If there are no next-year files, reversing entries will be made in period 99.

If reversing entries are out of balance, the forced-balance password is required even if transactions are in overall balance. The system defaults to R1 if R1 is out of balance, and a warning appears when you enter or leave transactions.

You are prompted to write transactions when leaving the Transactions function.

Unwritten Transactions Report

09/07/2001 Builders Supply Page 1
6:58 AM Unwritten Transactions Report
Company H

Entry	Period	Date	GL Account	Description	Src.	Cflow	Ref.	Debit	Credit	Alloc
1	09	09/07/2001	203900		M1	Yes		.00	.00	Yes
				ENDING BALANCE PERIOD 09				.00	.00	
				BALANCE				.00	.00	

End of Report

Copy Recurring Entries

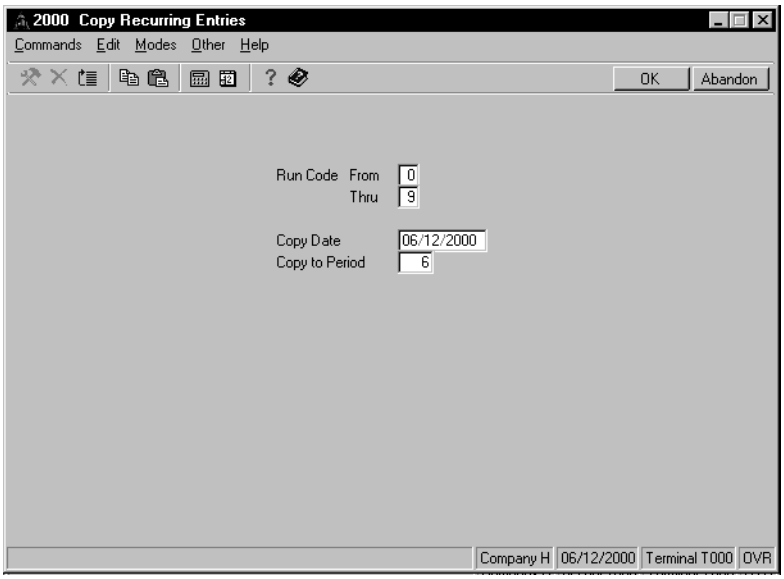
Journal entries made regularly—every week, every month—are called *recurring entries*. Use the Recurring Entries function (see page 7-33) to set up groups of recurring entries. Then use the Copy Recurring Entries function to copy the recurring entries either to the GtttxxxW (Transaction Work) file or directly to the GLJRxxx (Journal) file, depending on your selection in the Options and Interfaces function in Resource Manager.

Before You Begin

Before you use this function, make sure that you have set up all the entries in the GLRExxx (Recurring Entries) file. And make sure that you have not already copied the current set of entries, so that you do not end up with a double set of entries.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the Journal Transactions menu. The function screen appears.



1. Select the range of run codes you want to copy (0–9). Each run code identifies a group of recurring entries you set up through the Recurring Entries function.

2. Enter the date you want to use for the recurring entries.

3. Enter the period to which you want to copy the recurring entries (1–13).

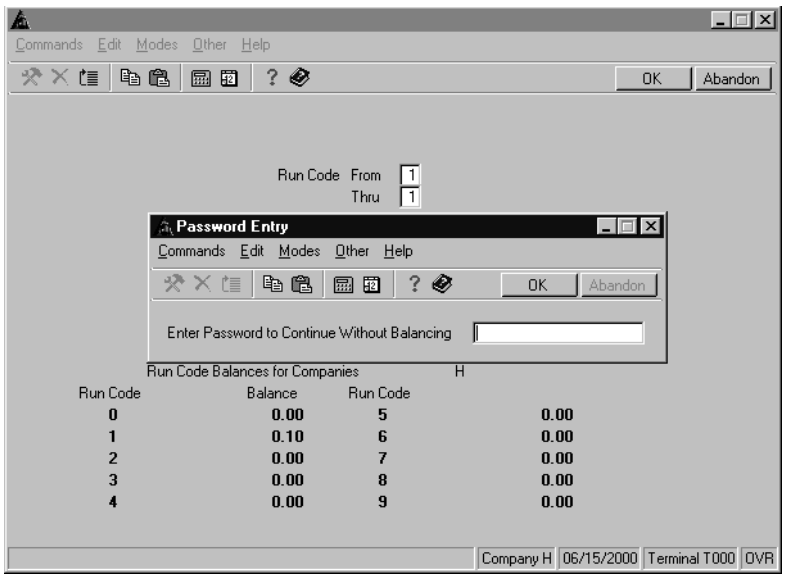
4. Select the output device.

A sample Copy Recurring Entries Log is at the end of this section.

Out-of-Balance Entries

The system verifies the balances of all the recurring entries. If some entries are out of balance, the following message appears: **Recurring entries are out of balance.**

The out-of-balance screen appears.



The screen shows the total balance of the debits and credits for each run code. The balance shown for a run code is for all companies. A zero balance indicates that the entries are in order for that run code; any other amount indicates that at least one entry is out of balance for that run code.

Note the run codes that are out of balance and exit from the function. Produce the Recurring Entries List (see page 7-33) to find the source of the problem. Then use the Recurring Entries function to fix the out-of-balance situation before you copy the recurring entries.

If you want to copy the recurring entries anyway, enter the force-balance password for this company.

Editing and Writing Transactions

If you the recurring entries were copied to the Transaction Work (GtttxxxW) file, use the Transactions function (see page 4-3) to edit or delete the entries that were copied. Then use the **Write** command (in the Transactions function) to write the entries to the Journal file.

If you the recurring entries were copied to the GL Journal (GLJRxxx) file, use the Edit Transactions function (see page 4-31) to edit or delete the entries that were copied.

Copy Recurring Entries Log

```
04/20/2001          Copy Recurring Entries          Page   1
10:19 AM                  Period  4

                                    Debit              Credit
-------------------------------------------------------------


   H   COMPANY TOTAL            7,032.42            7,032.42

                       ================  ================
   GRAND TOTAL                  7,032.42            7,032.42

End of Report
```

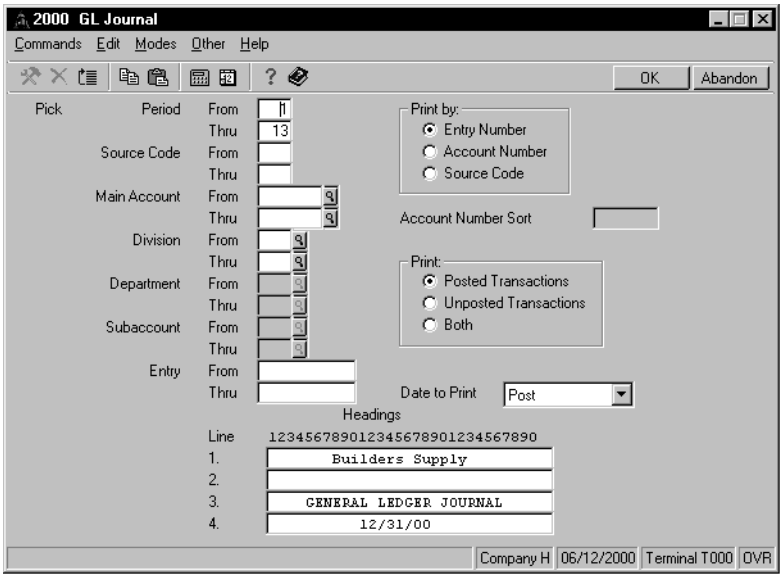
GL Journal

The GL Journal is the main written record of the GLJRxxx (Journal) file. It lists the transactions for the periods and source codes you specified. It is part of your audit trail.

Print the GL Journal every time you make journal entries or copy and write recurring entries so that you have a written record of that day's work. Print the journal at the end of each accounting period, and store it in a safe place. If you use a printed copy for reference, make sure that you have the most recent version.

GL Journal Screen

Select **GL Journal** from the Transactions menu. The function screen appears.



1. Enter the range of periods you want to include in the journal (1–13).

2. Enter the range of source codes you want to include in the journal.

Inquiry

3. Enter the range of main account numbers you want to include in the journal.

Inquiry

4. Enter the range of divisions you want to include in the journal.

Inquiry

5. Enter the range of departments you want to include in the journal.

Inquiry

6. Enter the range of subaccounts you want to include in the journal.

7. Enter the range of entries you want to include in the journal.

8. Select the order in which you want to organize the journal.

9. Select the sort configuration you want to use for the journal. If you created user-defined sorts (through the Account Mask function), they appear at the bottom of the screen.

10. Select the transactions (posted or unposted) you want to list in the journal.

11. Enter **P** if you want to print the post date or **T** if you want to print the transaction date.

12. Enter the title you want on the journal (four lines of 30 characters each). Use the numbers above the fields to help center the text.

    The system does not use different heading lines for previous-year and current-year files. If you created previous-year files and you frequently switch between the previous-year and current-year files, check the heading lines to make sure that the displayed information is correct.

    Before you go on, make sure that no one else is using the GLJRxxx file.

13. Select the output device.

A sample GL Journal is at the end of this section.

Balances and Offsetting Accounts

If you elect to list a range of accounts, the debit and credit balances might not balance because not all offsetting transactions will be listed. You must list all accounts to verify that the transactions are in balance.

Posting From Other Applications

If other OSAS applications are interfaced with General Ledger, check the posting totals report produced by the other applications against the GL Journal to make sure that every debit and credit gets posted.

General Ledger Journal

04/20/2001 Builders Supply Page 1
Period 12 Thru 12 GENERAL LEDGER JOURNAL
10:23 AM 12/31/00
Company H

Entry	Per.	Post Date	GL Account	Description	Srce.	Cflow	Ref.	Post	Debit	Credit	Alloc.
27	12	12/01/2000	181000	Dec. Amortization	M1	Yes		Yes		5.58	Yes
28	12	12/01/2000	531000	Dec. Amortization	M1	Yes		Yes	5.58		Yes
29	12	12/01/2000	531000	Allocated Amortization	AL	Yes	Alloc.	Yes		5.58	No
30	12	12/01/2000	531001	Allocated Amortization	AL	Yes	Alloc.	Yes	4.46		No
31	12	12/01/2000	531002	Allocated Amortization	AL	Yes	Alloc.	Yes	0.56		No
32	12	12/01/2000	531003	Allocated Amortization	AL	Yes	Alloc.	Yes	0.56		No
54	12	12/07/2000	100000	Period 12 Adjusting Entry	M1	Yes		Yes		100.00	Yes
80	12	12/07/2000	100500	Period 12 Adjusting Entry	M1	Yes		Yes	100.00		Yes
									111.16	111.16	
				ENDING BALANCE PERIOD 12							
									111.16	111.16	
				BALANCE					111.16	111.16	

End of Report

GL Activity Report

The GL Activity Report lists the transactions under the accounts they belong to and the ending period balances of each account. If you print the report at the end of each period or for a range of periods, you can see how much activity an account has had during that time—how much the balance has changed and which transactions have affected it.

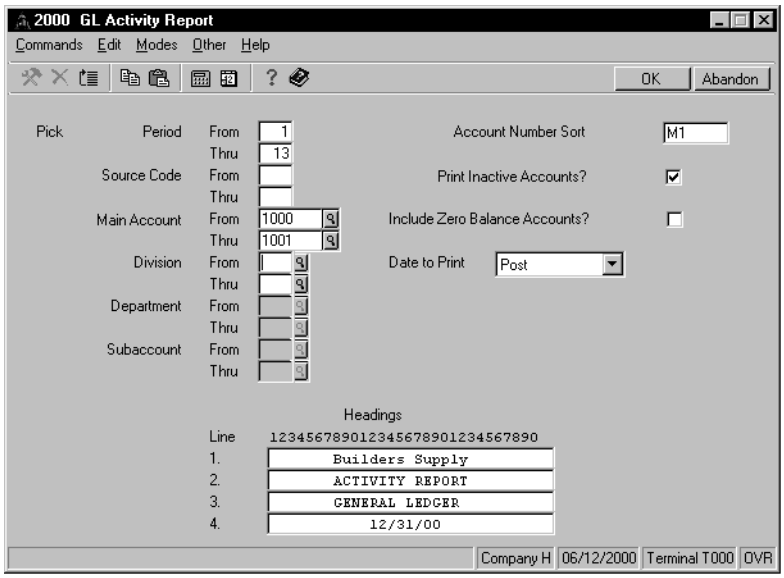
How to Use This Report

The GL Activity Report can serve several purposes:

- Produce the report for information pertaining only to accounts that showed activity for one period or a range of periods; in this case the report will be short.
- Produce the report for all accounts for one period or a range of periods, regardless of whether or not some of the accounts showed activity; in this case the report could be considerably longer.
- Produce the report for all periods, all source codes, and all accounts. This form of the report can be quite long. You might want to produce such a long report only at the end of the year.

GL Activity Report Screen

Select **GL Activity Report** from the Journal Transactions menu. The function screen appears.



1. Enter the range of periods you want to include in the report (1–13).
2. Enter the range of source codes you want to include in the report.

Inquiry

3. Enter the range of main account numbers you want to include in the report.

Inquiry

4. Enter the range of divisions you want to include in the report.

Inquiry

5. Enter the range of departments you want to include in the report.

Inquiry

6. Enter the range of subaccounts you want to include in the report.
7. Select the sort configuration you want to use for the report. If you created user-defined sorts (through the Account Mask function), they appear at the bottom of the screen.

8. If you want the report to show ending balances for every account for each specified period, regardless of whether or not an account showed activity in a period, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you elect not to show ending balances, nothing is printed for accounts that have no activity in the periods you select.

9. If you elected not to print inactive accounts, the Include Zero Balance Accounts field is skipped. If you elected to print inactive accounts and you want to include accounts with zero beginning balances for the selected periods, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

10. Select the date you want printed on the report.

11. Enter the title you want on the report (four lines of 30 characters each). Use the numbers above the fields to help center the text.

    The system does not use different heading lines for last-year and current-year files. If you created last-year files and you frequently switch between the last-year and current-year files, check the heading lines to make sure that the displayed information is correct.

    Before you go on, make sure that no one else is using the GLJRxxx (Journal) file.

12. Select the output device.

A sample GL Activity Report is at the end of this section.

Error Messages in the Report

After the report has been produced, check it. If the message **Missing entries** or **Account not on file** appears, something may be wrong between the GLJRxxx (Journal) file and the GLMAxxx (Master file). See appendix A for advice on what to do before you go on. Do not post to the GLMAxxx file until the situation is corrected.

Notes on the GL Activity Report

The GL Activity Report can be produced in a number of formats. The example at the end of the section shows transactions for a range of periods. Period-end balances are printed for each period in the range.

GL Activity Report

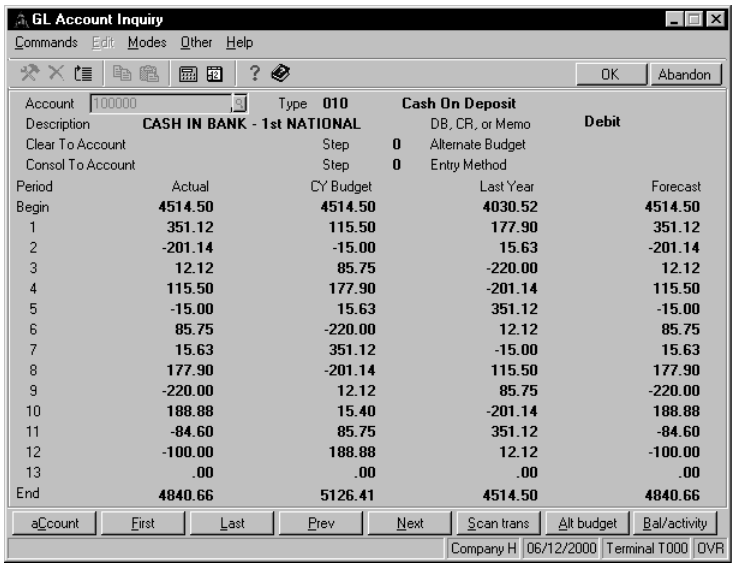
```
12/21/2000                          Builders Supply                                                    Page   1
Period 01 Thru 02                   ACTIVITY REPORT
12:28 PM                            GENERAL LEDGER
Company H                              12/31/00
                                Sorted by Main Account Number

GL Account   Post Date   Description          Entry  Per.  Srce.  Cflow Ref.   Post        Debit        Credit
---------------------------------------------------------------------------------------------------------------

100000          CASH IN BANK - 1st NATIONAL                                                 4,514.50
             01/16/2000  Period 01 Activity      43   01    M1   Yes          Yes            351.12
                         ENDING BALANCE PERIOD 01                                        4,865.62
             02/18/2000  Period 02 Activity      44   02    M1   Yes          Yes                        201.14
                         ENDING BALANCE PERIOD 02                                        4,664.48

100500          PETTY CASH                                                                    100.00
             01/16/2000  Period 01 Activity      69   01    M1   Yes          Yes             15.00
                         ENDING BALANCE PERIOD 01                                          115.00
             02/18/2000  Period 02 Activity      70   02    M1   Yes          Yes                         25.00
                         ENDING BALANCE PERIOD 02                                           90.00

101000          ACCOUNTS RECEIVABLE                                                        12,155.50
             01/16/2000  Period 01 Activity      82   01    M1   Yes          Yes          4,078.90
                         ENDING BALANCE PERIOD 01                                       16,234.40
             02/18/2000  Period 02 Activity      83   02    M1   Yes          Yes                      2,250.75
                         ENDING BALANCE PERIOD 02                                       13,983.65

102000          ALLOWANCE FOR BAD DEBT                                                                  243.10
             01/16/2000  Period 01 Activity     108   01    M1   Yes          Yes                         81.58
                         ENDING BALANCE PERIOD 01                                                       324.68
             02/18/2000  Period 02 Activity     109   02    M1   Yes          Yes             45.01       279.67
                         ENDING BALANCE PERIOD 02

                                                                                    ---------------  ---------------
                         ACTIVITY BALANCE                                            1,687,579.62     1,687,579.62

                                                                                    ---------------  ---------------
                         GL BALANCE                                                  7,493,415.06     7,493,415.06
                                                                                    ===============  ===============

End of Report
```

GL and Transaction Inquiry

Use the GL and Transaction Inquiry function to look at individual accounts and, optionally, their transaction history. You cannot change the information that is displayed.

GL Account Inquiry Screen

Select **GL and Transaction Inquiry** from the Journal Transactions menu. This screen appears:



aCcount, First, Last, Prev, Next, Scan trans, Alt budget, Bal/activity

To enter a different account number, press **C**. Then enter the number of the account whose transactions you want to look at, use the **Inquiry (F2)** command to look up the account number, or press **Enter** to begin with the first record in the GLMAxxx (Master) file for the company specified.

To look at the first, last, previous, or next account on file, press **F, L, P,** or **N**, respectively.

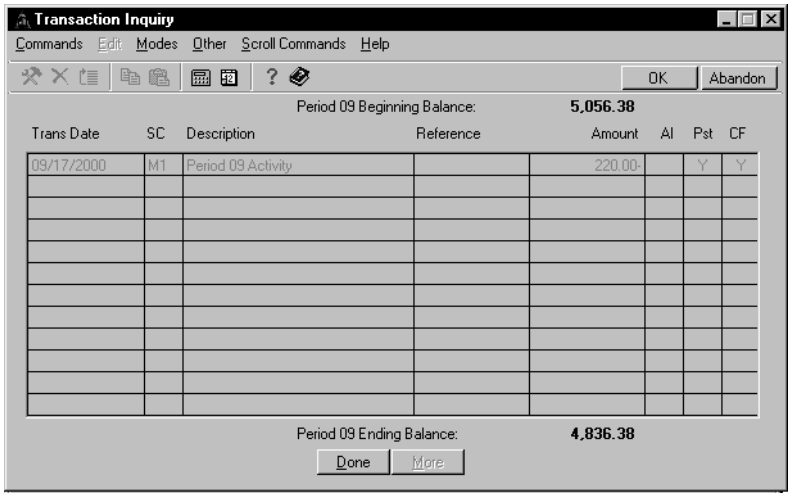
To look at transactions for the account number that is displayed, press **S**. When the **Period** prompt appears at the bottom of the screen, enter the period of the transactions you want to look at. Then see **Transaction Inquiry Screen** below.

To toggle the last column between forecast and next-year budget amounts, press **A**.

To toggle between viewing the amounts as balances or activity, press **B**.

For an explanation of the fields on the screen, see page 7-15.

Transaction Inquiry Screen


Transaction Inquiry
Commands Edit Modes Other Scroll Commands Help
OK
Abandon
Period 09 Beginning Balance: 5,056.38
Trans Date SC Description Reference Amount AI Pst CF
09/17/2000 M1 Period 09 Activity 220.00- Y Y
Period 09 Ending Balance: 4,836.38
Done
More

The first screen of transactions for the specified period is displayed. Use the cursor keys to scroll through the transactions. If the transactions extend beyond one screen, you can press **G** to move to a specific transaction.

The following information is displayed:

- the account's beginning balance for the specified period
- date, source code, description, and reference of the transaction
- dollar amount of the transaction; debits are displayed as positive amounts, and credits are displayed as negative amounts
- allocation status of the transaction
- whether or not the transaction was posted to the GLMAxxx file
- cash flow status
- account's ending balance for the specified period

For more information about the fields, refer to the Transactions function on page 4-3.

When you are finished looking at the transactions for an account, press **Enter** to go back to the GL Account Inquiry screen.

When you are finished looking at the GL Account Inquiry screen, exit to the Journal Transactions menu.

Edit Transactions

Use the Edit Transactions function to change transactions that have not been posted to the GLMAxxx (Master) file. You can change any field except the source code. Because you cannot edit entries that have been posted, only unposted entries are displayed.

Editing vs. Reversing Transactions

To fix an incorrect transaction that has *not* been posted to the GLMAxxx file, use the Edit Transactions function. To fix a transaction that *has* been posted to the GLMAxxx file, reverse the transaction and reenter it correctly through the Transactions function (see page 4-3).

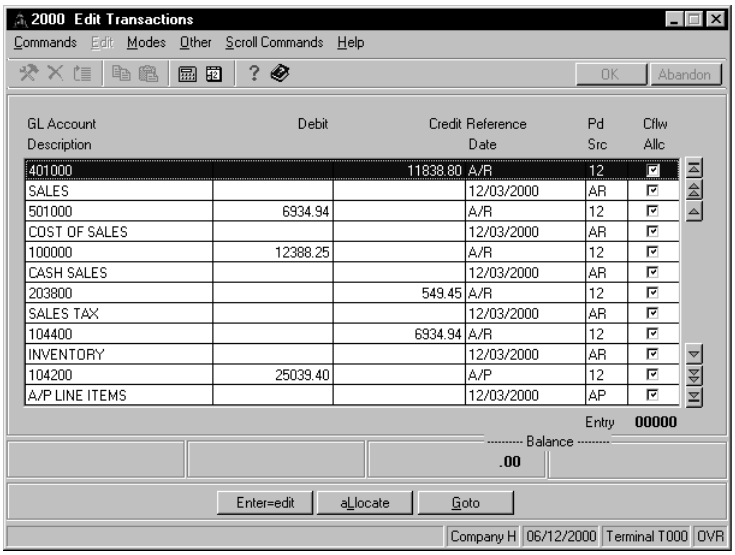
When you edit transactions, the GL Journal is the only audit trail of the changes. You may prefer to enter reversing transactions, rather than to edit the transactions, so that it has a permanent record in the GLMAxxx file.

Printing the GL Journal

Print the GL Journal before and after you edit transactions so that you have an audit trail of the transactions you changed. You also need the GL Journal to find the entry numbers of the transactions you want to edit.

Edit Transactions Screen

Select **Edit Transactions** from the Journal Transactions menu. This screen appears.



Command Bar

Enter = edit, aLlocate, Goto

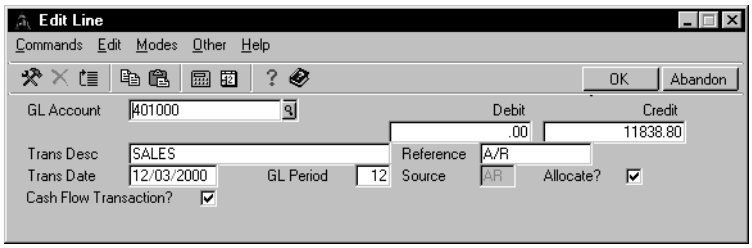
To edit the line the cursor is at, press **Enter**. Then see **Edit Line Screen** below.

To change the allocation flag of the line the cursor is at, press **L**.

To go to an account on another screen, press **G.** Then enter the account number.

Edit Line Screen

When you press **Enter** on the command bar, the Edit Line screen appears.



You can change any field except Source.

Field	Description
GL Account	The number of the account the transaction will be posted to is displayed. The account name appears for verification. When you use the **Maintenance** (**F6**) command, the GL Accounts function (see page 7-15) is temporarily called up.
Debit/Credit	For a debit transaction, the dollar amount is displayed in the Debit field. For a credit transaction, the amount is displayed in the Credit field.
Trans Desc	A description of the transaction—for example, SALES—is displayed.
Reference	A reference identifies the origin of the transaction. If the transaction originated in General Ledger, the reference entered in the Transactions function is displayed. If the transaction originated in another application, the application initials are displayed; for example, if the transaction was posted from Fixed Assets, *FA* is displayed.
Post Date	The date the transaction was posted to General Ledger is displayed.
GL Period (1–13)	The accounting period that corresponds to the transaction is displayed.

Inquiry

Field	Description
Source	If the transaction originated in General Ledger, source code *M1* (manual entry), *R1*, or *M* plus any other letter is displayed. If the transaction originated in another application, the application initials are displayed; for example, if the transaction was posted from Fixed Assets, *FA* is displayed.
Allocate?	If the transaction will be allocated when it is posted, the box is checked (or *Y* is displayed in text mode); if not, the box is unchecked (or *N* is displayed in text mode).
Cash Flow Transaction?	If the transaction will be included in the Cash Flow Statement, the box is checked (or *Y* is displayed in text mode). If the transaction that affects cash flow will be excluded from the Cash Flow Statement (for example, in the case of a correcting entry), the box is unchecked (or *N* is displayed in text mode).

When you use the **Proceed** (**OK**) command to save the entry, the Edit Line screen disappears. Continue editing transactions until the balance at the bottom of the screen is zero. If the offsetting amount should be split between two or more accounts, edit the necessary additional transactions to bring the balance to zero.

When you are finished editing transactions, use the **Exit** (**F7**) command to return to the Journal Transactions menu.

Post to Master

Use the Post to Master function to post the transactions in the GLJRxxx (Journal) file to the specified account in the GLMAxxx (Master) file for a range of periods. Post the transactions before you produce financial statements or reports.

You can post as often as you like; the system will never post the same transaction twice.

For each transaction whose allocation flag is set, the system distributes the transaction to the accounts in the allocation record according to the percentages specified.

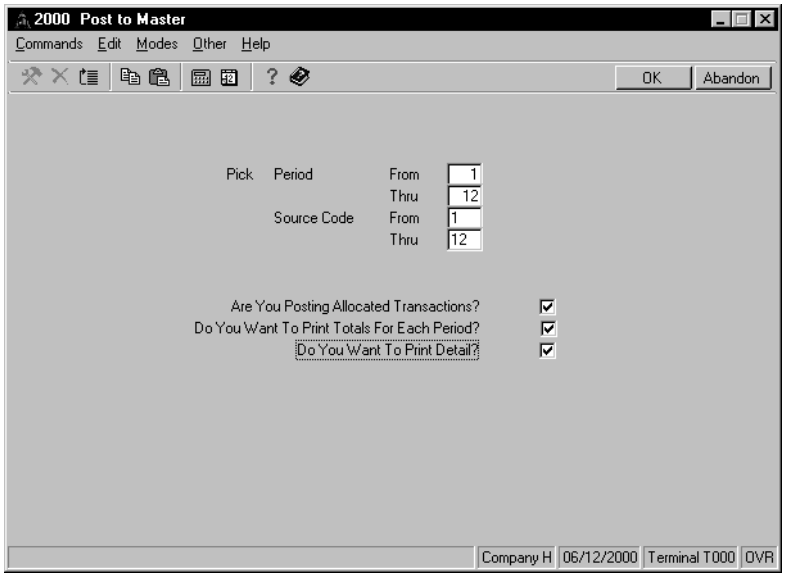
Before Posting

Before you post, do these things:

- If you have a multiuser system, make sure that no one else is using the GLJRxxx or GLMAxxx files.
- If you are going to print the GL Posting Log, make sure that the printer is online.
- Print the GL Journal and the GL Activity Report, and check them to make sure that everything is correct and that the debits and credits are in balance.
- Back up the data files in case unforeseen problems such as a power surge or failure interrupt the post and result in the loss of data.

Post to Master Screen

Select **Post to Master** from the Journal Transactions menu. This screen appears.



1. Enter the range of periods to which you want to post transactions.

2. Enter the range of source codes to which you want to post transactions.

3. If you are posting allocated transactions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

   If you elect to post allocations, the post takes longer because the system checks every unposted transaction in the range of periods you selected to see whether it is allocated. If you elect not to post allocations and there are allocated entries in the GLJRxxx file, the entries will not be allocated.

4. If you want to print the total debits and credits posted for each period you choose on the screen, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. If you want to print detail, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. Select the output device.

A sample GL Posting Log is at the end of this section.

GL Master Posting Log

The GL Master Posting Log shows the debits and credits that were posted for each period and the entries that were automatically allocated.

If the message **Invalid GL account** is printed in the log, the account for the transaction has been deleted. Use the Edit Transactions function (see page 4-31) to assign a valid account to the journal entry. Then post again to put the ledger back into balance.

If the message **Invalid GL account** is printed in the log, the account for the transaction has been deleted. Use the Edit Transactions function (see page 4-31) to assign a valid account to the journal entry. Then post again to put the ledger back into balance.

Post to Master Log

12/21/2000 Post to Master P
1:39 PM GL Posting Log
Company H Periods 12 Thru 12

Entry	Period	Post Date Tran.Date	GL Account Description	Source	Reference	Debit	Credit
3	12	12/03/2000	100000	AR	A/R	12,388.25	
		12/03/2000	CASH SALES				
37	12	12/04/2000	100000	BR	TRSFR		500.00
		12/04/2000	Transfer of Funds				
39	12	12/04/2000	100000	BR	ADJ		7.50
		12/04/2000	Stop Payment Charge				
41	12	12/04/2000	100000	BR	DISB		11,416.25
		12/04/2000	Pymts to Affiliates				
38	12	12/04/2000	100100	BR	TRSFR	500.00	
		12/04/2000	Transfer of Funds				
6	12	12/03/2000	104200	AP	A/P	25,039.40	
		12/03/2000	A/P LINE ITEMS				
5	12	12/03/2000	104400	AR	A/R		6,934.94
		12/03/2000	INVENTORY				
7	12	12/03/2000	200000	AP	A/P		25,039.40
		12/03/2000	A/P				
42	12	12/04/2000	201000	BR	DISB	11,416.25	
		12/04/2000	Pymts to Affiliates				
4	12	12/03/2000	203800	AR	A/R		549.45
		12/03/2000	SALES TAX				
1	12	12/03/2000	401000	AR	A/R		11,838.80
		12/03/2000	SALES				
2	12	12/03/2000	501000	AR	A/R	6,934.94	
		12/03/2000	COST OF SALES				
40	12	12/04/2000	806000	BR	ADJ	7.50	
		12/04/2000	Stop Payment Charge				
					TOTAL POSTED THIS RUN	56,286.34	56,286.34

Reports 5

Trial Balance	5-3
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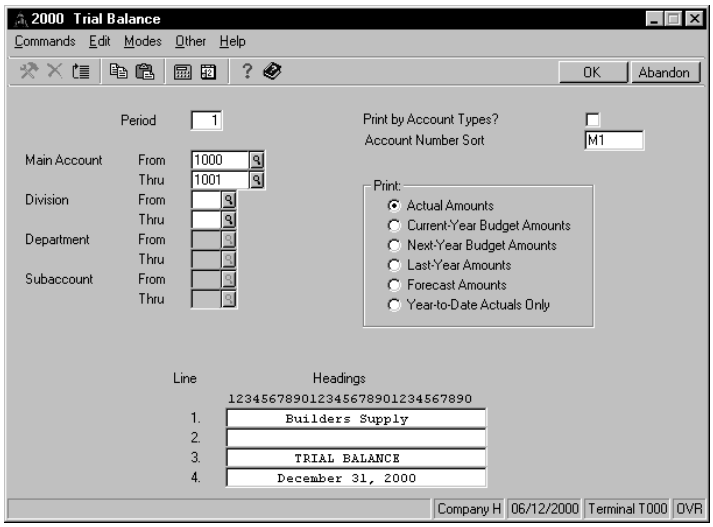
Trial Balance

If you want to check on individual account balances or make sure that an out-of-balance condition has been corrected, print the Trial Balance. You can print actual, budget, last-year, or forecast balances.

Trial Balance Screen

Select **Trial Balance** from the Reports menu. The function screen appears.



1. Enter the period for which you want to produce the report. If you leave this field blank, beginning balances will be printed.

Inquiry

2. Enter the range of main account numbers, divisions, departments, and subaccounts for which you want to produce the report.

3. If you want to print by account types, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

If you print by account types, subtotals are shown after each type of account, and the account sort is skipped. (For more information about account types, see page 7-13.)

4. Select the sort configuration you want to use for the report. If you created user-defined sorts (through the Account Mask function), they appear at the bottom of the screen.

5. Select the type of balances or amounts you want in the report.

6. Enter the title you want on the report (four lines of 30 characters each). Use the numbers above the fields to help center the text.

Before you go on, make sure that no one else is using the system.

7. Select the output device.

A sample Trial Balance is at the end of this section.

After the report is produced, the Reports menu appears.

Trial Balance

04/11/2001 Builders Supply Page 1
Period 1
12:31 PM TRIAL BALANCE
Company H December 31, 1999

GL Account	Description	Current Period Actual Debit	Current Period Actual Credit	Year-to-Date Actual Debit	Year-to-Date Actual Credit
154000	AUTOMOBILES	0.00		84,996.32	
154500	ACCUM DEPR-AUTOMOBILES		2,361.01		35,110.32
180000	GOODWILL	0.00		25,000.00	
181000	ACCUM AMORTIZATION		5.58		6,255.58
200000	ACCOUNTS PAYABLE - TRADE		23,178.48		258,344.89
201000	ACCOUNTS PAYABLE - AFFILIATES	21,488.21			16,263.16
202000	PAYROLL CLEARING ACCOUNT	0.00		0.00	
203000	FEDERAL WITHHOLDING PAYABLE		44,189.75		44,189.75
203200	FICA WITHHOLDING PAYABLE		15,466.41		15,466.41
203400	STATE WITHHOLDING PAYABLE		17,675.90		17,675.90
203600	FUTA PAYABLE		4,639.92		4,639.92
203700	SUI PAYABLE	0.00		0.00	
203800	SALES TAX PAYABLE		15,713.18		15,713.18
204000	UNITED WAY PAYABLE	0.00		0.00	
205000	EMP PENSION FUND PAYABLE	0.00		0.00	
206000	FEDERAL INCOME TAX PAYABLE	0.00		0.00	
207000	STATE INCOME TAX PAYABLE	0.00		0.00	
208000	DEFERRED INCOME TAX	0.00		0.00	
210000	CURRENT PORTION OF LTD	0.00		0.00	
250000	BOND PAYABLE	12,476.05			736,086.88
251000	NOTE PAYABLE - ONE	10,247.04			604,575.16
252000	NOTE PAYABLE - TWO	8,514.18			502,336.52
253000	LESS CURRENT PORTION OF LTD	0.00		0.00	
300000	COMMON STOCK	0.00			1,376,843.55
	BALANCE	840,938.62	840,938.62	6,719,195.36	6,719,195.36

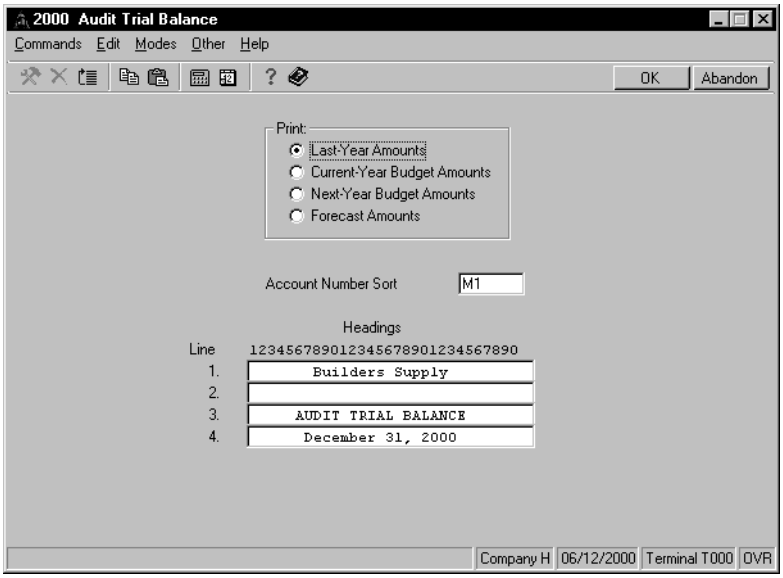
End of Report

Audit Trial Balance

Use the Audit Trial Balance as a worksheet at the end of the year. It shows year-to-date account balances and last-year, budget, or forecast balances. It provides space where you can write down adjusting entries.

Audit Trial Balance Screen

Select **Audit Trial Balance** from the Reports menu. The function screen appears.



1. Select the type of balances or amounts you want the worksheet to list.

2. Select the sort configuration you want to use for the worksheet. If you created user-defined sorts (through the Account Masks function), they appear at the bottom of the screen.

3. Enter the title you want on the worksheet (four lines of 30 characters each). Use the numbers above the fields to help center the text.

Before you go on, make sure that no one else is using the system.

4. Select the output device.

A sample Audit Trial Balance Worksheet is at the end of this section.

After the worksheet has been produced, the Reports menu appears.

Audit Trial Balance Worksheet

04/11/2001 Builders Supply Page 1
12:31 PM
Company H

AUDIT TRIAL BALANCE
December 31, 1999

GL Account	Description	Last Year	Current Year	--- Adjustments --- Debit	Credit	Ending Balance
100000	CASH IN BANK - 1st NATIONAL	4,514.50	4,840.66			
100100	CASH IN BANK - 2nd NATIONAL	0.00	100.00			
100500	PETTY CASH	100.00	200.00			
101000	ACCOUNTS RECEIVABLE	12,155.50	157,620.48			
102000	ALLOWANCE FOR BAD DEBT	(243.10)	(100.01)			
104000	INVENTORY - RAW MATERIALS	998,335.14	1,104,883.61			
104200	INVENTORY - WORK-IN-PROCESS	1,035,227.71	1,130,773.73			
104400	INVENTORY - FINISHED GOODS	858,345.62	917,406.54			
105000	PREPAID EXPENSES	0.00	0.00			
106000	MARKETABLE SECURITIES	561,455.26	666,436.77			
	BALANCE	0.00	0.00			

End of Report

Statements

Use the Statements function to produce balance sheets, income statements, and ratio analyses. You will probably want to produce statements every period for every company. You can use the Statements function to produce consolidated statements for 20 companies.

If you frequently print the same statements for the same company, you can use the Batch Statements function to set up the printing parameters for the group of statements in a batch statements record. Then when you print statements, you simply enter the batch statement ID; the system prints the statements set up in the batch statements record.

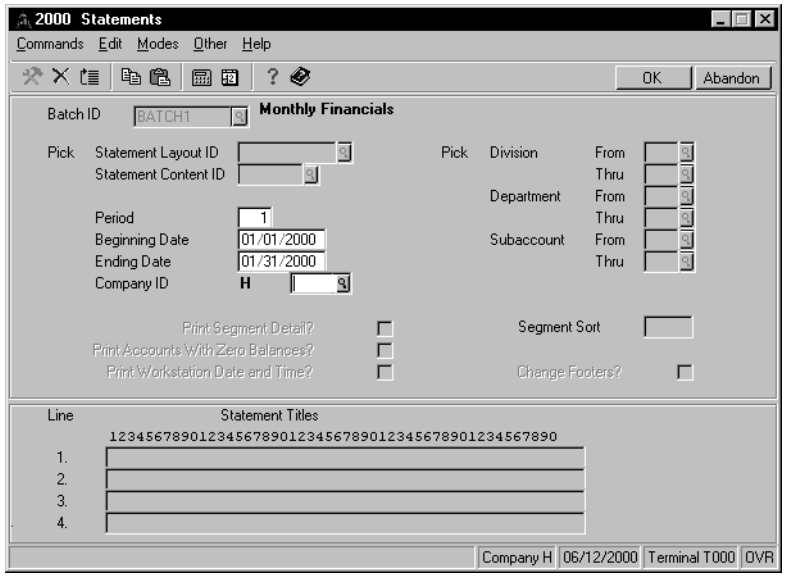
Before You Begin

Before you use the Statements function for the first time, review the sample statement layouts and contents provided with General Ledger. You can use the sample statement layouts and contents to print your own financial statements, modify the samples to suit your needs, or set up your own statement layouts and contents.

Before you print financial statements, make sure that all transactions have been entered, corrected, and posted to the GLMAxxx (Master) file. Then print a Trial Balance or an Audit Trial Balance to check the account balances. If you find problems, enter adjusting transactions. Then post the transactions to the GLMAxxx file.

Statements Screen

Select **Statements** from the Reports menu. The function screen appears.



	Field	Description
Inquiry	Batch ID	If you want to print a group of statements that you set up in a batch statements record, enter the batch ID. If you have not set up any batch statements records or if you do not want to print a group of statements that you set up in a batch statements record, press **Enter** to skip this field.
Inquiry	Pick Statement Layout ID	If you entered a batch ID, this field is skipped. Enter the statement layout ID for the statement you want to print. The heading lines from the statement appear.
Inquiry	Pick Statement Content ID	If you entered a batch ID, this field is skipped.

	Field	Description
		Enter the statement content ID for the statement you want to print. The heading lines from the statement appear.
	Period (1–13)	Enter the period to print the report for. The statement or report will cover the entire accounting period to date.
	Beginning/Ending Date	After you enter the period, the beginning and ending dates for that period appear from the CNVTxxx table in Resource Manager. Press **Enter** to use the displayed dates, or enter different dates. The system uses the most recent account balances for the selected period, regardless of the dates you enter. If you enter different dates, they appear in the statement title and footers (if you elected to print dates in the statement layout).
	Company ID	You can enter 20 company IDs. After you have entered the ID of the last company, press **Enter**. To print a consolidated statement for the companies set up in the statement content, press **Enter** to skip this field. If you enter a company ID, the statement content ID you use must not have company IDs specified in it. If you leave this field blank, the statement content you use must have a company ID specified in it.
Inquiry	Pick Division/ Department/ Subaccount From/Thru	If your account mask does not include one or more of these segments, the appropriate fields are skipped. Enter the range of account segments you want in the report. To include all the account segments, leave the From and Thru fields blank.
	Print Segment Detail?	If you are not printing consolidated statements, check the box (or enter **Y** in text mode) to break the information down for each account segment, uncheck the box (or enter **N** in text mode) to summarize the information for all segments of an account into the main account number.

Field	Description
	If you are printing consolidated statements, check the box (or enter **Y** in text mode) to print each company on a separate line, uncheck the box (or enter **N** in text mode) to summarize the information for all segments of an account into the main account number.
Segment Sort	If your account is made up of only a main account or if you entered a batch ID above, this field is skipped. If your account mask is divided into segments or if you did not enter a batch ID, enter the order you want the account segments to be organized. For example, if you are using all the account segments and you want the account numbers to be arranged by division, then by department, and then by subaccount, enter 123.
Print Accounts With Zero Balances?	If you want the statement to include accounts with zero balances, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Print Workstation Date and Time?	If you want the statement to include the workstation date and time, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Statement Titles 1-4	Press **Enter** to use the displayed title (from the statement layout), or enter a title for the statement. Changes you make here will not change the layout permanently. If you entered more than one company ID, you might want to use these fields to list the companies that are consolidated in the statement.
Change Footers?	If you want to use the footer information as specified in the statement layout, uncheck the box (or enter **N** in text mode). If you want to change the footers, check the box (or enter **Y** in text mode). The Statement Footers window appears. The changes you make in the Statement Footers window are not permanent and affect only the statements you are preparing.

Field	Description
	If you display the statement on the screen, the footer is printed on only the last page.

Select the output device to begin printing the statements.

Lotus Spreadsheet Notes

These points apply when you read statements into a Lotus spreadsheet:

- You can read the .WKS file into 1-2-3 versions 1, 1A, and 2 and Symphony® versions 1 and 1.1. Once you save a .WKS file with Symphony or 1-2-3 version 2, you might not be able to read it with an earlier version of 1-2-3.
- The .WKS file is saved to the print file directory you set up in the Workstation Configuration Defaults function in Resource Manager. You can copy it to a different directory to be used with the spreadsheet package, if necessary.
- The cells in the .WKS file are in Protected mode.
- The statement columns are stored in the same column letter in the spreadsheet like in the statement layout. Blank columns have a width of 1. The page and column headings are stored in column A. Column shifts are ignored.
- Only the results of formula columns are stored in the spreadsheet cells—the formulas are not saved. You must define the formulas in Lotus if you want to use them in the spreadsheet.
- The results of formula columns (types 6 and 7) are stored in spreadsheet cells only if they are set up to be printed. If the Print This Column field in the statement layout is set to NO for the formula column, the formula result is not stored in a cell.
- To get the spreadsheet pages to break properly with the default margin settings, print statement footers on line 48.

Statement Notes

A sample income statement, balance sheet, and ratio analysis are on the next pages.

The income statement, balance sheet, and ratio analysis are not consolidated statements. The company could have been specified on the Statements screen or in the statement content. If a statement or report is consolidated for several companies, CONSOLIDATED is printed where the company name is normally printed.

The ratio analysis contains earnings-per-share information. For this calculation to be performed, the company's chart of accounts has a memo account that contains the number of shares outstanding. That account must be identified in the statement contents so that a formula can be used in the content to divide net earnings by the number of shares in the account.

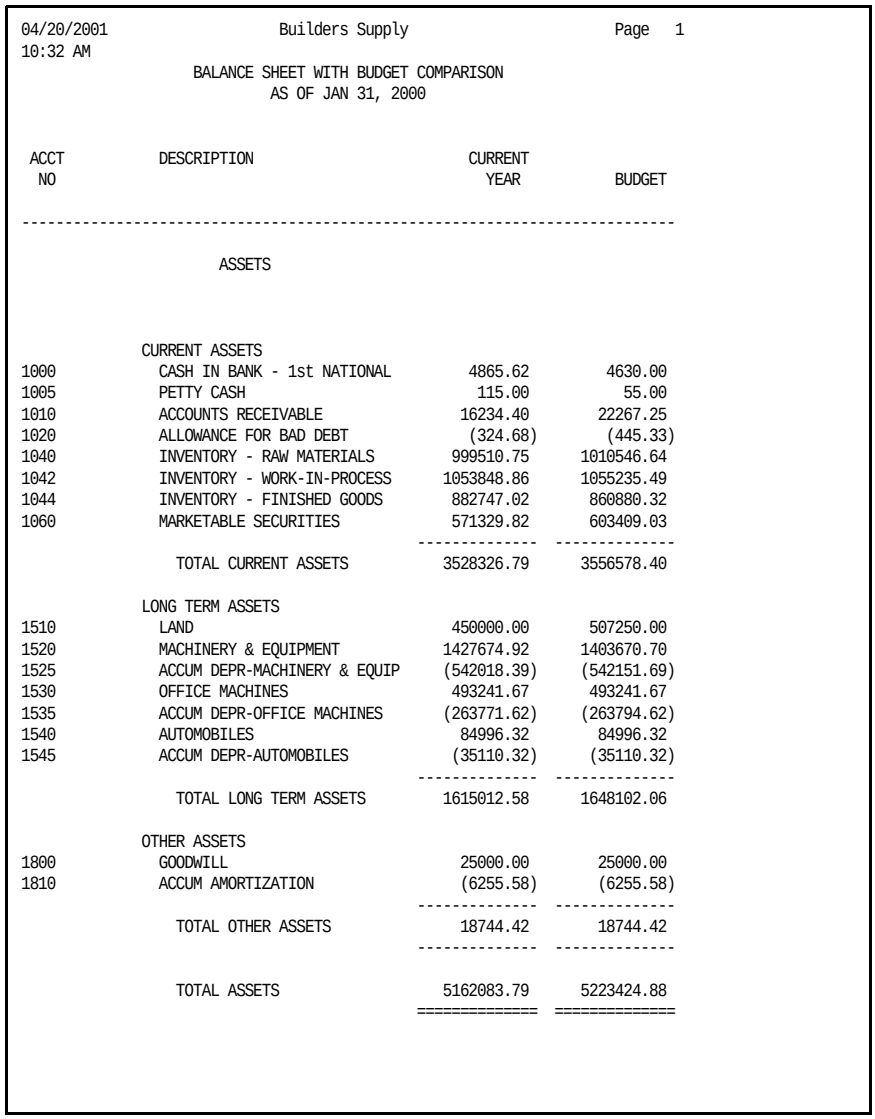
Income Statement

Builders Supply Page 1

INCOME STATEMENT WITH BUDGET VARIANCE
FOR THE PERIODS ENDING DEC 31, 2000

ACCT NO	DESCRIPTION	CURRENT PERIOD ACTUAL	BUDGET	DEVIATION	QUARTER-TO-DATE ACTUAL	BUDGET	DEVIATION	**YEAR-TO-DATE** ACTUAL	BUDGET	DEVIATION
	REVENUE									
4010	RETAIL SALES	11839	225651	213812-	452173	740191	288018-	3005348	3140746	135398-
4020	INC. FROM COMPLETED CONTRA	0	593308	593308-	1171637	1961453	789816-	6685125	7474941	789816-
4040	DISCOUNTS ALLOWED	0	8190-	8190	16120-	24552-	8432	82801-	91233-	8432
	TOTAL REVENUE	11839	810770	798931-	1607691	2677092	1069401-	9607672	10524454	916782-
	COST OF GOODS SOLD									
5010	COST OF GOODS SOLD - RETAI	6935	139714	132780-	275438	403323	127885-	1465571	1618608	153037-
5020	COST OF GOODS SOLD - CONTR	0	299525	299525-	601661	1043667	442006-	3536601	3978607	442006-
5030	FREIGHT IN	0	27949	27949-	54434	86202	31768-	314438	346206	31768-
	TOTAL COST OF GOODS SOLD	6935	467188	460253-	931532	1533191	601659-	5316609	5943420	626811-
	GROSS PROFIT	4904	343582	338678-	676158	1143901	467742-	4291063	4581034	289971-
	EXPENSES									
	SELLING EXPENSES									
5100	SALARIES EXPENSE	0	59128	59128-	117867	176173	58306-	631647	689953	58306-
5110	TRAVEL AND ENTERTAINMENT E	0	235	235-	496	748	252-	2607	2859	252-
5120	AUTO EXPENSE	0	4168	4168-	6356	8721	2366-	142670	28977	113693
5130	ADVERTISING EXPENSE	0	2146	2146-	4381	7165	2784-	182833	28828	154005
	TOTAL SELLING EXPENSES	0	65677	65677-	129100	192807	63708-	959757	750616	209141
	MANUFACTURING EXPENSES									
5200	PAYROLL EXPENSE	0	107618	107618-	214529	320650	106122-	1149650	1255772	106122-
5210	DEPRECIATION EXPENSE	0	20100	20100-	40203	60293	20090-	213812	233902	20090-
5220	MAINTENANCE EXPENSE	0	1173	1173-	2505	3727	1222-	13007	14229	1222-
5230	APPLIED OVERHEAD	0	4948	4948-	9863	14743	4879-	53482	58361	4879-
	TOTAL MANUFACTURING EXP.	0	133839	133839-	267100	399413	132313-	1429951	1562264	132313-

Balance Sheet



04/20/2001 Builders Supply Page 1
10:32 AM

BALANCE SHEET WITH BUDGET COMPARISON
AS OF JAN 31, 2000

ACCT NO	DESCRIPTION	CURRENT YEAR	BUDGET
	ASSETS		
	CURRENT ASSETS		
1000	CASH IN BANK - 1st NATIONAL	4865.62	4630.00
1005	PETTY CASH	115.00	55.00
1010	ACCOUNTS RECEIVABLE	16234.40	22267.25
1020	ALLOWANCE FOR BAD DEBT	(324.68)	(445.33)
1040	INVENTORY - RAW MATERIALS	999510.75	1010546.64
1042	INVENTORY - WORK-IN-PROCESS	1053848.86	1055235.49
1044	INVENTORY - FINISHED GOODS	882747.02	860880.32
1060	MARKETABLE SECURITIES	571329.82	603409.03
	TOTAL CURRENT ASSETS	3528326.79	3556578.40
	LONG TERM ASSETS		
1510	LAND	450000.00	507250.00
1520	MACHINERY & EQUIPMENT	1427674.92	1403670.70
1525	ACCUM DEPR-MACHINERY & EQUIP	(542018.39)	(542151.69)
1530	OFFICE MACHINES	493241.67	493241.67
1535	ACCUM DEPR-OFFICE MACHINES	(263771.62)	(263794.62)
1540	AUTOMOBILES	84996.32	84996.32
1545	ACCUM DEPR-AUTOMOBILES	(35110.32)	(35110.32)
	TOTAL LONG TERM ASSETS	1615012.58	1648102.06
	OTHER ASSETS		
1800	GOODWILL	25000.00	25000.00
1810	ACCUM AMORTIZATION	(6255.58)	(6255.58)
	TOTAL OTHER ASSETS	18744.42	18744.42
	TOTAL ASSETS	5162083.79	5223424.88

Ratio Analysis

04/20/2000 Builders Supply Page 1
10:32 AM

RATIO ANALYSIS
AS OF JAN 31, 2000

RATIO	CURRENT YEAR RATIO	LAST YEAR RATIO
LIQUIDITY RATIOS		
CURRENT RATIO	9.48	8.51
QUICK RATIO	1.59	1.36
PROFITABILITY RATIOS		
NET PROFIT MARGIN	.02	.06
RETURN ON ASSETS	.00	.01
RETURN ON EQUITY	.00	.03
EARNINGS PER SHARE	.08	.35
ACTIVITY RATIOS		
INVENTORY TURNOVER (COGS)	.13	.19
INVENTORY TURNOVER (SALES)	.24	.33
RATE OF RETURN ON FIXED ASSETS	.43	.61
RATE OF RETURN ON TOTAL ASSETS	.13	.19
LEVERAGE RATIOS		
DEBT TO ASSETS	.43	.55
DEBT TO EQUITY	.75	1.21

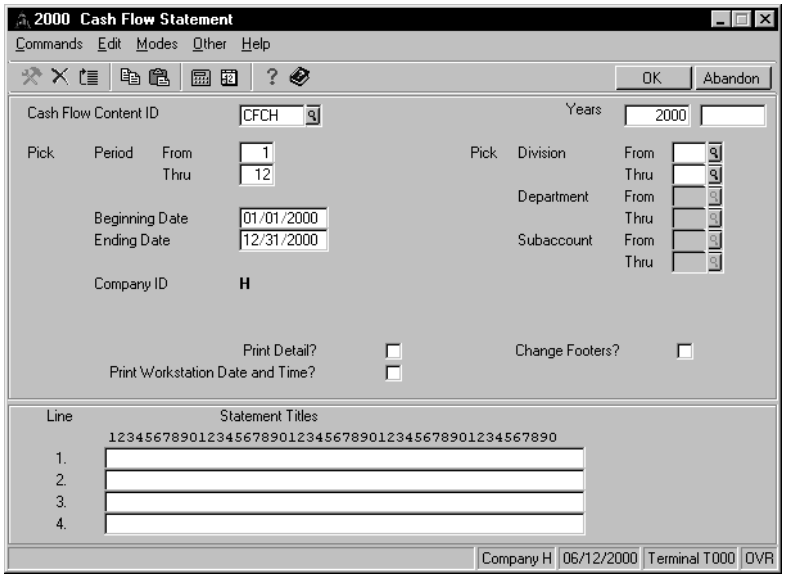
Cash Flow Statement

The Cash Flow Statement provides information about sources and uses of cash and cash equivalents within a business. The Financial Accounting Standards Board (FASB) has determined that a Cash Flow Statement should be part of a complete set of financial statements. The Cash Flow Statement is generated according to the "Indirect Method" as described in FASB Statement 95.

You can produce a consolidated Cash Flow Statement for 20 companies.

Cash Flow Statement Screen

Select **Cash Flow Statement** from the Reports menu. The function screen appears.



	Field	Description
Inquiry	Cash Flow Content ID	Enter the ID of the cash flow statement you want to produce.

Field	Description
Period From/Thru (1–13)	Enter the range of periods to print the statement for.
Beginning/Ending Date	After you enter the range of periods, the beginning and ending dates for the periods appear from the CNVTxxx table. Press **Enter** to use the displayed dates, or enter different dates. The system uses the most recent account balances for the selected range of periods, regardless of the dates you enter.
Years	The current year appears. Press **Enter** to accept the current year or enter a different year to print. Then enter a different year for comparison purposes, or leave the year blank to use the current year only.
Company ID	You can enter 20 company IDs. After you have entered the ID of the last company, press **Enter**.
Pick Division/ Department/ Subaccount From/Thru **Inquiry**	If your account mask does not include one or more of these segments, the appropriate fields are skipped. Enter the range of account segments you want in the statement. To include all the account segments, leave the From and Thru fields blank.
Print Detail?	If you want each account listed with the account description, check the box (or enter **Y** in text mode). If you want all accounts in each account type totalled with the cash flow content description, uncheck the box (or enter **N** in text mode).
Print Workstation Date and Time?	If you want the statement to include the workstation date and time, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Change Footers?	If you do not want to change the footer information, uncheck the box (or enter **N** in text mode).

Field	Description
	If you want to change the footers, check the box (or enter **Y** in text mode). The Statement Footers window appears. The changes you make in the Statement Footers window are not permanent and affect only the statements you are preparing.
Statement Titles 1-4	Press **Enter** to use the displayed titles (from the cash flow statement layout), or enter a title for the statement. Changes you make will not change the layout permanently. If you entered more than one company ID, you might want to use these fields to list the companies that are consolidated in the statement.

A sample Cash Flow Statement is at the end of this section.

After the Cash Flow Statement has been produced, the Reports menu appears.

Cash Flow Statement

```
Cash Flow Statement                                                Page   1
December 31, 2000
Company H

                                                  Cash Flow for Year 2000
-------------------------------------------------------------------------

Cash flows from operating activities:
  Net income                                                        0.00
  Adjustments to reconcile net income to net cash
    provided by operating activities:
    Changes in receivables                          0.00
    Amortization                                    0.00
    Depreciation                                    0.00
    Changes in inventory                            0.00
    Changes in prepaid expenses                     0.00
    Changes in accounts payable                     0.00
    Income taxes payable                            0.00
    Changes in payroll taxes payab                  0.00
    Changes in deductions payable                   0.00
    Changes in pension fund payabl                  0.00
      Total adjustments                                             0.00
                                                                  -------
      Net cash provided by operations                               0.00
Cash flows from investing activities:
    Net (purch)sale of property                     0.00
    Marketable securities                           0.00
      Net cash provided by investing activities                     0.00
Cash flows from financing activities:
    Proceeds from stock issue                       0.00
    Payment of dividends                            0.00
    Changes in bonds & notes paybl                  0.00
      Net cash provided by financing activities                     0.00
                                                                  -------
  Net increase in cash and cash equivalents                         0.00

  Cash and cash equivalents at beginning of period              4,614.50
                                                                -------
  Cash and cash equivalents at end of period                    4,614.50
                                                                =======
```

Periodic Processing 6

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Clear and Close Last Year	6-9
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Introduction

Use the functions on the Periodic Processing menu to process period-end and year-end information. The year-end process involves the conversion and use of last-year data, which is also handled through the Periodic Processing menu.

When to Close the Books

Although you can use the statement contents and layouts to produce financial statements for a particular period without closing the books, you can store only 13 periods of current balances in the GLMAxxx (Master) file. After period 12 (13 for quarterly systems), you *must* close out the balances in the income statement accounts to clear them for the next year.

Business, however, does not end when your fiscal year does, and you cannot put the new year's data on hold while you finish closing the old year. Therefore, use the Create Last-Year Data function (see page 6-5) to copy your data to last-year files. Then you can process both the old year and the new year.

If your company's basic accounting period is one month, you can use period 13 for year-end audit adjustments and to clear and close entries.

If your basic accounting period is one week, you must close the books once every quarter, since only 13 periods are available (13 weeks x 4 quarters = 52 weeks per year). You must enter adjustments along with the regular transactions in period 13.

The Year-End Procedure

Follow these steps to close the books at year end:

1. Back up your files.

2. Consolidate your GLMAxxx files if you want to print consolidated financial reports for companies that are on different computers (see page 6-21).

3. Create the last-year GLMAxxx and GLJRxxx (Journal) files for each company (see page 6-5).

4. Switch to last-year files and finish entering and verifying the transactions in the last accounting period for each company (see page 4-3). When the transactions are correct, post them to the GLMAxxx file (see page 5-11) and print financial statements for the last period (see page 4-11).

5. Enter the yearly or quarterly audit adjustments (see page 4-3), and post them to the GLMAxxx file (see page 4-35).

6. Print the year-end financial statements for each company (see page 5-11).

7. Use the Update Current Year function (see page 6-15) to update the beginning balances for the current fiscal year.

Note

Repeat steps 4-7 until you have made all adjusting entries for the last fiscal year.

8. Back up your data files for storage (see the *Resource Manager User's Manual).*

9. Clear and close the revenue and expense accounts (see page 6-9).

10. Use the Update Current Year function (see page 6-15) to update the current-year GLMAxxx file with the final balances from the last fiscal year.

Month-End Maintenance

Use the Month-End Maintenance function only when you must make room in the GLJRxxx file because disk space is limited. If you have enough disk space, you can keep an entire year's journal entries on file.

For information about month-end processing, refer to page 6-19.

Create Last-Year Data

Use the Create Last-Year Data function at the end of a company's fiscal year to prepare the data files for the new year and to create last-year GLMAxxx (Master) and GLJRxxx (Journal) files. Then you can make adjusting entries to last-year files while you begin processing data for the new year.

You cannot use the Create Last-Year Data function if you are working with last-year files.

If your companies use different fiscal years, you can use the Create Last-Year Data function as each company's fiscal year ends.

These things happen when you create last-year data for a company:

- The system creates last-year GLMAxxx, GLMKxxx (Master Key), and GLJRxxx files with the extension .Y*nn* (*nn* represents the last two digits of the year). These files provide information for multiyear reports, statements, and so on.
- The beginning, ending and 13-period actual balances of each of the company's accounts in the current-year GLMAxxx file are transferred to the Last Year column, and each account's ending balance is transferred to the beginning balance.
- The company's entries are removed from the current-year GLJRxxx file.

Before You Begin

Before you create last-year data, do these tasks:

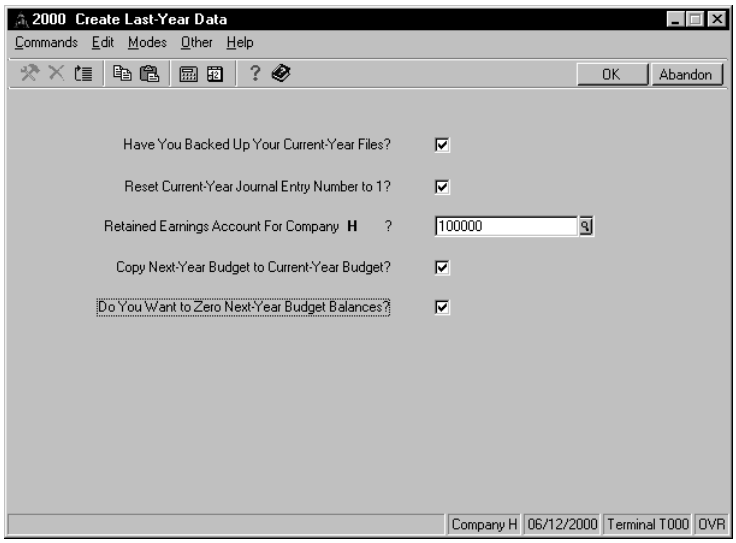
- If necessary, copy a chart of accounts or consolidate GLMAxxx files that are on different computers. You cannot use the Copy Chart of Accounts function with last-year files.
- Because creating last-year files changes information in the GLMAxxx and GLJRxxx files, back up your data files.

- Print the Chart of Accounts List (see page 7-13) and check it to make sure that each account is assigned the correct account type and that you have assigned a clear-to account and step to every income statement account.

- Make sure that no one else is using the GLMAxxx and GLJRxxx files.

Create Last-Year Data Screen

Select **Create Last-Year Data** from the Periodic Processing menu. The function screen appears.



1. If you have backed up your current-year files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). You are strongly advised to back up your current-year files before you create last-year files.

2. If you want to reset the journal entry number for the new year's entries to 1, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you elect not to reset the entry number, the new year's transactions will begin with the number following the last transaction number from the previous year.

Inquiry

3. Enter the retained earnings account to which you want to clear income statement account balances.

   The range of account types that represent income statement accounts are cleared to the retained earnings account you specify here.

4. If you want to copy next-year budget to current-year budget, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. If you want to zero next-year budget balances, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. Select the output device.

When the accounts are cleared, a log that shows the changes in the income statement account balances is printed. Check the log to make sure that everything is correct.

A sample log is at the end of this section.

After Creating Last-Year Data

After you have created the last-year files for a company, you can begin processing the new year's data while you finish processing the old year's data.

To access prior-year files for a company, use the **Setup** (**F9**) command at any General Ledger menu. Select the year you want to look at. For last-year data, you can use any General Ledger function except Create Last-Year Data and Copy Chart of Accounts. For any year before last year, you can produce reports and statements, but you cannot change any data.

When you are finished entering and posting last-year transactions and printing statements and reports, you are ready to use the Clear and Close Last Year function (see page 6-9).

Clearing Log

09/07/2001 Beginning Balance Clearing Log Page 1

Company H

GL Account	Description	Debit	Credit
401000	RETAIL SALES	2993508.70	
402000	INC. FROM COMPLETED CONTRACTS	6685125.38	
402200	UNCOLLECTABLE ACCOUNTS	.00	
403000	RETURNS & ALLOWANCES	.00	
404000	DISCOUNTS ALLOWED		82800.85
405000	FREIGHT OUT	.00	
501000	COST OF GOODS SOLD - RETAIL		1458635.57
502000	COST OF GOODS SOLD - CONTRACTS		3536600.74
503000	FREIGHT IN		314437.95
504000	INVENTORY VARIANCE	.00	
510000	SALARIES EXPENSE	.00	
510001	SALARIES EXPENSE - MPLS		473735.12
510002	SALARIES EXPENSE - DALL		63164.68
510003	SALARIES EXPENSE - OAKL		94747.03
511000	TRAVEL AND ENTERTAINMENT EXP	.00	
511001	TRAVEL AND ENTERTAINMENT-MPLS		1955.60
511002	TRAVEL AND ENTERTAINMENT-DALL		260.75
511003	TRAVEL AND ENTERTAINMENT-OAKL		391.11
512000	AUTO EXPENSE	.00	
512001	AUTO EXPENSE - MPLS		55345.92
413657.41			

End of Report

Clear and Close Last Year

Use the Clear and Close Last Year function to clear and close the revenue and expense accounts to specified capital accounts. This function clears the accounts for *all* periods—you cannot use it to close accounts period by period.

If you want to see retained earnings at the end of each period, set up the statement content to print the necessary account balances in the balance sheet.

Before You Begin

Before you clear and close by step, perform these tasks:

- Print the Chart of Accounts List (see page 9-9) and make sure that the correct account type is assigned to each account.
- Specify the accounts to which the revenue and expense accounts will be closed and the step in which each will be closed.
- Create last-year GLMAxxx (Master), GLMKxxx (Master Key), and GLJRxxx (Journal) files. These accounts should have the file extension *.Ynn* (*nn* represents the last two digits of the year).
- Using last-year files, enter and post any required adjustments, print financial statements, and run the Update Current Year function (see page 6-15) to update the beginning balances for the current year. (Repeat this step as many times as necessary to complete the year-adjustments for last year.)
- Back up your data files.
- Use the **Setup** (**F9**) command on any General Ledger menu screen to access the last-year files.

When You Clear and Close

When you create last-year files, the system creates last-year GLMAxxx, GLMKxxx, and GLJRxxx files with the extension .Y*nn* (where *nn* represents a two-digit year). These files provide information for multiyear reports, statements, and so on.

When you clear and close by step, the system enters a matching debit in the GLJRxxx.Y*nn* (last-year Journal) file for the actual balance of each revenue account. Then it enters an offsetting credit for posting to a capital account.

For expense accounts, the opposite happens. The system enters a matching credit for the actual balance of each expense account. Then it enters an offsetting debit to the capital account.

The net balance posted to the capital account is the difference between the total revenues and the total expenses—that is, the profit (if it is a credit balance) or the loss (if it is a debit balance) for that year.

The Clear and Close Last Year function has no effect on budget and last-year balances.

Updating Beginning Balances

If you want only to update the beginning balances in the current-year files without clearing and closing the files, exit from this function. Then use the Update Current Year function (see page 6-15).

Clearing and Closing to Capital Accounts

Before you use this function for the first time, you must use the GL Accounts function (see page 7-15) to identify the capital account(s) to clear and close the revenue and expense accounts to. Thereafter, you can use the Clear and Close Last Year function to clear and close the accounts automatically.

Each account in the GLMAxxx file has a Clear To Account field where you can specify the account to close it to. In the Step field you can enter the step the account will be closed in (see **Closing in Steps** below).

Before you close the books for the first time, follow these steps:

1. Determine which accounts will be closed to the capital account(s) in each step.

2. Make sure that the account type assigned to each account is correct.

3. Enter the capital account number to which each revenue and expense account will be closed. Then enter the step number.

4. If you have additional accounts to be closed to the capital account(s) (such as dividends paid), set them up in the same way. This should be the *last* clearing step.

Closing in Steps

You have three alternatives for closing in steps:

- Clear and close all income, revenue, and expense statement accounts in one step, which is the fastest way. Then use the Statement Layout and Statement Contents functions to calculate the year-end figures you need.

- Close all divisions, departments, or subaccounts to main account numbers. Then print the Trial Balance and financial statements to show the total amounts for income statement accounts, rather than a breakdown by division, department, and subaccount.

- Audit automatic closing by closing the accounts in one to nine steps. For example, if you close the operating expenses in one step, the income statement at this point will show the total gross profit or operating margin. If you close the COGS accounts in the next step, the income statement will show your gross income. When you clear the revenue accounts in the next step, the income statement accounts (revenues and expenses) will be ready for the new year’s transactions. You are ready to distribute the net income.

Distributing Net Income

The closing procedure you use depends on how your business is organized.

Builders' Supply, the sample data company, closes its divisions to main account numbers and then its income statement accounts to retained earnings. The balance in this account is the portion of the year's income retained by the company to increase its capital.

If you want to distribute the income to more than one capital account (for example, if your company is a partnership), you can use this procedure:

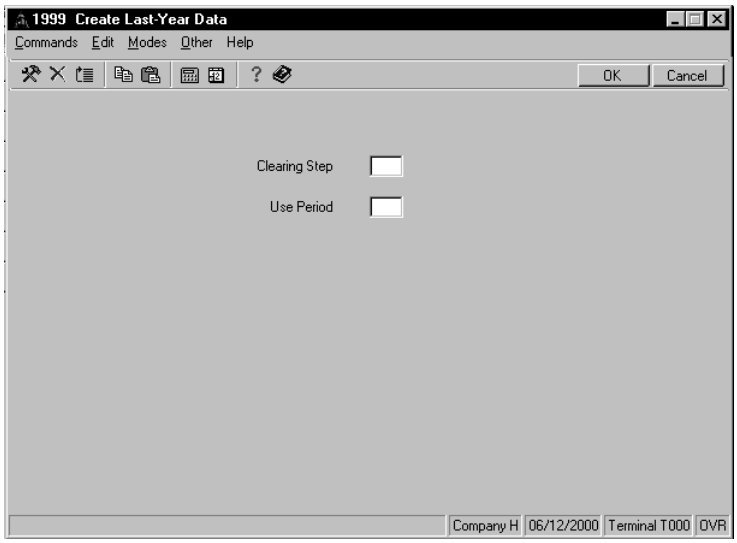
1. Use the GL Accounts function (see page 7-15) to add an income summary account, which will hold the net income temporarily.

2. Use the GL Accounts function to enter the income summary account in the Clear To Account field of each revenue and expense account. You can clear these accounts to the income summary account in one or several steps.

3. When you have finished all the clearing steps, the income summary account will have a credit balance showing the net profit for the year or a debit balance showing the net loss. Use the Transactions function (see page 4-3) to credit (or debit) each capital account for the proper amount. Then enter an offsetting debit (or credit) to the income summary account for the total amount distributed, reducing that account's balance to zero.

Clear and Close Last Year Screen

Select **Clear and Close Last Year** from the Periodic Processing menu. The function screen appears.



If you have not used the **Setup (F9)** command to access last-year files, the message **This function can be run with *nnnn* files only** appears (where ***nnnn*** is the current General Ledger fiscal year).

1. Enter the number of the clearing step you want to perform.

2. Press **Enter** if you want to clear the journal entries to period 13 (the one you are probably using for your fiscal year-end entries), or enter a different period.

If there are unposted transactions in the prior-year GLJRxxx.Ynn file, the following prompt appears: **Warning! There are unposted transactions. Do you want to continue?** Either continue with the Clear and Close Last Year function, or exit and then post the unposted transactions.

Make sure that no one else is using the GLJRxxx file. Then use the **Proceed (OK)** command to begin clearing and closing the accounts in this step.

After Each Step

When you finish each step, follow this procedure:

1. Print the GL Journal (see page 4-17) and the GL Activity Report (see page 4-21) for period 13, source code CL. Make sure that all the closing entries are there. If entries are missing, check the account record—the account may not be set up to clear and close.

   When everything is correct, save the two reports as part of the audit trail.

2. Post the journal to the GLMAxxx file (see page 4-35) for the company whose accounts you cleared and closed, using period 13. Posting updates the account balances with the transactions just entered.

3. Print an Audit Trial Balance (see page 5-7) and make sure that the accounts closed in that step have a zero balance.

Repeat this procedure for all your steps.

After Clearing and Closing

When you are finished clearing and closing all the accounts for a company, update the current-year files (see page 6-15).

Update Current Year

After you have created last-year files and cleared and closed the revenue and expense accounts for a company, use the Update Current Year function to update the current-year GLMAxxx (Master) file with the adjustments made to the last-year files. You should also run the function each time you make adjustments and post them in the prior-year GL files.

Before You Begin

Before you update the current-year GLMAxxx file, perform these tasks:

- Make sure that you have cleared and closed the accounts for the company whose current-year GLMAxxx file you want to update.
- Back up your last-year data files.
- Use the **Setup (F9)** command to access the last-year files.

When You Update

Updating the current year produces these results:

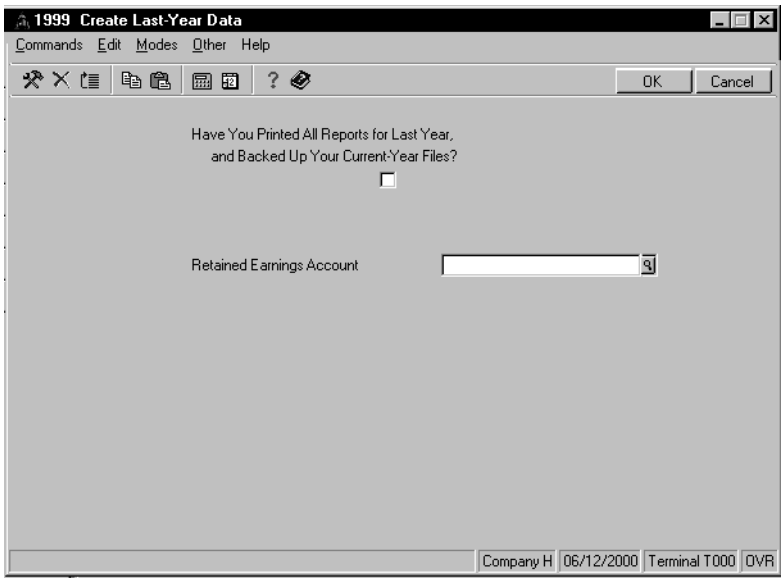
- The actual account balances in the last-year GLMAxxx.Ynn file are copied to the Last Year column in the current-year GLMAxxx file.
- The beginning account balances in the current-year GLMAxxx file are updated by the ending balances in the GLMAxxx.Ynn file.
- If you added an account to the last-year GLMAxxx.Ynn file, it is added to the current-year GLMAxxx and GLMKxxx (Master Key) files.

Updating Beginning Balances Only

You can use this function to update only the beginning balances of the accounts in the current-year files without actually clearing and closing. For example, closing the previous year takes you into the second month of the current year. You are making adjusting entries daily. You need to produce the financial reports for the first month of the current year. You need the latest information, so you use the Update Current Year function to update only the current year's beginning balances.

Update Current Year Screen

Select **Update Current Year** from the Periodic Processing menu. The function screen appears.



If you have not used the **Setup (F9)** command to access last-year files, the message **This function can be run with *nnnn* files only** appears (where ***nnnn*** is the current General Ledger fiscal year).

1. If you have not printed all the last-year reports and backed up the current-year files, uncheck the box (or enter **N** in text mode). When you have done these things, check the box (or enter **Y** in text mode) to continue.

Inquiry

2. Enter the number of your company's retained earnings account.

Make sure that no one else is using the last-year GLJRxxx or GLMAxxx files or the current-year GLMAxxx file. Then use the **Proceed (OK)** command to begin processing.

If there are unposted transactions in the prior-year GLJRxxx file, the following prompt appears:

Warning! There are unposted entries. Do you want to continue?

You can either continue with the Update Current Year function, or exit to the Periodic Processing menu and go back and post these transactions.

When the current-year GLMAxxx file for the company has been updated, the Periodic Processing menu appears.

Quarterly Systems

If you use a quarterly system, remember to update the CNVTxxx table (see the *Resource Manager User's Manual*) so that the right period will appear on the screen in the next quarter.

Month-End Maintenance

Use the Month-End Maintenance function to erase transactions in the GLJRxxx (Journal) file for periods you specify, without resetting the account balances. Use this function only when you must make room in the GLJRxxx file because disk space is limited. If you have enough disk space, you can keep an entire year's journal entries on file. You can also use this function to delete journal entries in a particular year.

After you erase journal records from the GLJRxxx file, you can use the Resource Manager Change File Size function to reduce the size of the file (see the *Resource Manager User's Manual*).

If you print the GL Activity Report after you delete journal entries, the message **Missing entries** is printed for the periods for which you deleted entries.

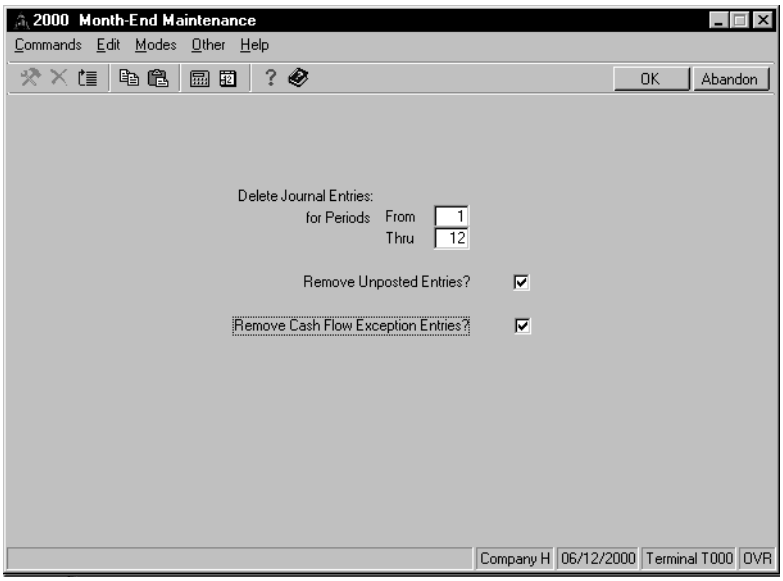
If the end of the month is also the end of the year, you can use the Create Last-Year Data function instead of the Month-End Maintenance function. Creating last-year data erases all the transactions in the GLJRxxx file.

Before You Begin

Before using the Month-End Maintenance function, post the journal entries for the corresponding periods to the GLMAxxx (Master) file, make sure that the ledger is in balance, and back up your data files.

Month-End Maintenance Screen

Select **Month-End Maintenance** from the Periodic Processing menu. The function screen appears.



1. Enter the range of periods for which you want to delete entries from the GLJRxxx file.

2. Uncheck the box (or enter **N** in text mode) to prevent the system from removing entries that have not posted because of invalid account numbers.

3. If you want to save only the noncash-flow transactions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. Make sure that no one else is using the GLJRxxx or GLMAxxx files. Then use the **Proceed (OK)** command to begin processing. When processing is finished, the Periodic Processing menu appears.

Consolidate Master Files

Use the Consolidate Master Files function to consolidate the account balances from one GLMAxxx (Master) file into another if you have General Ledger files with the same company ID on two computers. You can also use this function to consolidate the accounts from several GLMAxxx files on the same computer into one file.

Printing Consolidated Financial Statements

You do not have to use this function to print consolidated financial statements. If you want to print consolidated financial statements for multiple companies, use one of these methods:

- Use the Statements function to print statements for two or more companies (see page 5-11).
- Set up the statement contents to print consolidated reports for the companies.

If you have General Ledger files on another computer, you can copy the GLMAxxx files from one computer to another and then print consolidated statements.

If you use the Consolidate Master Files function to consolidate a company with another active company, your balances will be overwritten. Instead, print consolidated statements for the companies.

Consolidation Methods

Use one of the following methods to consolidate companies:

- Consolidate all companies into one GLMAxxx file. For example, to include the accounts of a department at a branch office, consolidate that company's accounts with those of a company in the GLMAxxx file at your main office. Then you can use the consolidated company in statements with other companies in the main office's GLMAxxx file.

- Consolidate the companies into two or more GLMAxxx files—for example, to print separate consolidated statements for several departments.

If you want to print financial statements from a consolidated GLMAxxx file, they should use the same account mask; otherwise, the financial statements might not be printed correctly.

The First Time You Consolidate

Before you consolidate the first time, use the GL Accounts function (see page 7-15) to specify the main company's accounts (in the Consol To Account field) that the branch company's accounts will be consolidated with.

If all the branch company's accounts are the same as the main company's accounts, skip the Consol To Account field.

Each account also has a two-digit Step field, so you can consolidate in steps to provide an audit trail. For example, you might consolidate all asset accounts in one step, all liability accounts in the next step, and so on. If you do not want to consolidate an account, enter **0** in the Step field.

Consolidation Steps

Take these steps to consolidate GLMAxxx files:

1. Verify that the branch company's accounts are set up to consolidate with the main company's accounts (see page 7-15).

2. Back up the data files on *all* computers (see the *Resource Manager User's Manual*).

3. Copy each branch company's GLMAxxx file to a different diskette. Then copy each one to the hard disk directory with the main company's GLMAxxx file. You must rename the GLMAxxx files that have the same company ID as the one on the computer you are copying it to so that it will not overwrite the existing file. For example, if the GLMAxxx files for branch offices 1 and 2 are on a diskette and the main GLMAxxx file is on hard disk drive C, the DOS commands to copy the branch GLMAxxx files without renaming them are:

   ```
   C:\> copy a:glma1 c:\osas\data
   C:\> copy a:glma2 c:\osas\data
   ```

   The DOS commands to copy and rename the branch GLMAxxx files are:

   ```
   C:\> copy a:glma1 c:\osas\data\bran1
   C:\> copy a:glma2 c:\osas\data\bran2
   ```

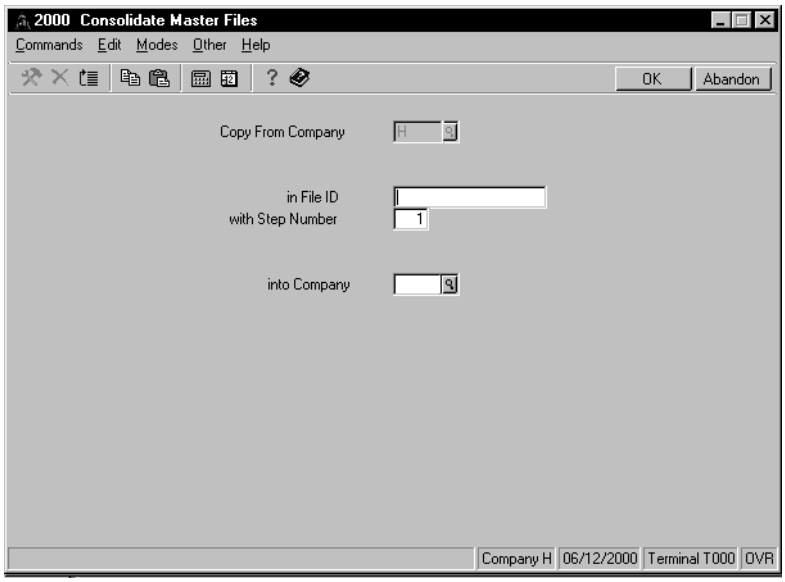
4. Use the Consolidate Master Files function to consolidate the branch GLMAxxx files with the main GLMAxxx file.

5. Print the consolidated financial statements (see page 5-11).

6. Restore the main GLMAxxx file from the backup and resume normal operation.

Consolidate Master Files Screen

Select **Consolidate Master Files** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the ID of the company you want to consolidate.

2. Enter the name of the branch GLMAxxx file for the company ID you entered. Enter the filename exactly as it appears in the file directory.

   If you are consolidating several branches with the main company GLMAxxx file, you must perform this function for each branch.

3. If you are consolidating accounts by steps, enter the step number you are consolidating at this time.

Inquiry

4. Enter the ID of the company in the main GLMAxxx file you want to consolidate the branch company with.

5. Make sure that no one else is using the GLMAxxx file. Then use the **Proceed (OK)** command to begin consolidating.

Repeat the function for each branch file until all the branch companies you want are in the main GLMAxxx file.

After You Consolidate

When you are finished printing consolidated statements, restore the original main GLMAxxx file. Then erase the branch GLMAxxx files from the hard disk.

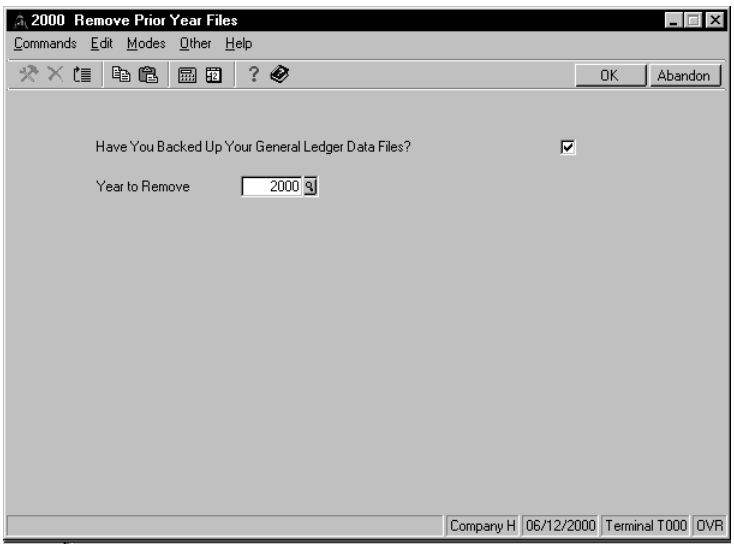
Remove Prior-Year Files

Use the Remove Prior-Year Files function to erase GLMAxxx (Master), GLJRxxx (Journal), and GLMKxxx (Master Key) files stored for any year other than the current fiscal year.

Remove Prior-Year Files Screen

Select **Remove Prior-Year Files** from the Periodic Processing menu. The function screen appears.

You must be in the current year to use this function.



1. If you have backed up your General Ledger data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

2. Enter the year you want to delete data for.

If there are unposted transactions in the prior-year GLJRxxx file, the following prompt appears if you choose to delete data for last year:

Warning! There are unposted entries. Do you want to continue?

Either continue with the Remove Prior-Year Files function, or exit to the Periodic Processing menu and post these transactions.

3. Make sure that no one else is using the data files for the year you want to delete. Then use the **Proceed (OK)** command to begin deletion. When the deletion is finished, the Periodic Processing menu appears.

File Maintenance 7

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Account Mask

Use the Account Mask function to define or change a company's account numbering structure. An account mask can consist of four segments: main account number, division, department, and subaccount. The main account number segment is required; the other segments are optional. The segments can be arranged in any order.

Uses of Masks

Account segments simplify financial reporting and statement setup. For example, you can use segments to show information in financial statements for individual divisions, departments, and subaccounts—or you can combine account segments into a main account.

You can produce a financial statement for only one division or a side-by-side statement for two or more divisions.

Mask Formats

For each segment you use, specify its starting position in the account number and its length. For example, if the first four characters in the account number are the main account number, enter **1** in the Main Account Position field and **4** in the Main Account Length field (see the field descriptions below).

When you enter the length of a segment, the Account Number Mask field is updated. Here's what the entries mean:

M Main account number
1 Division
2 Department
3 Subaccount

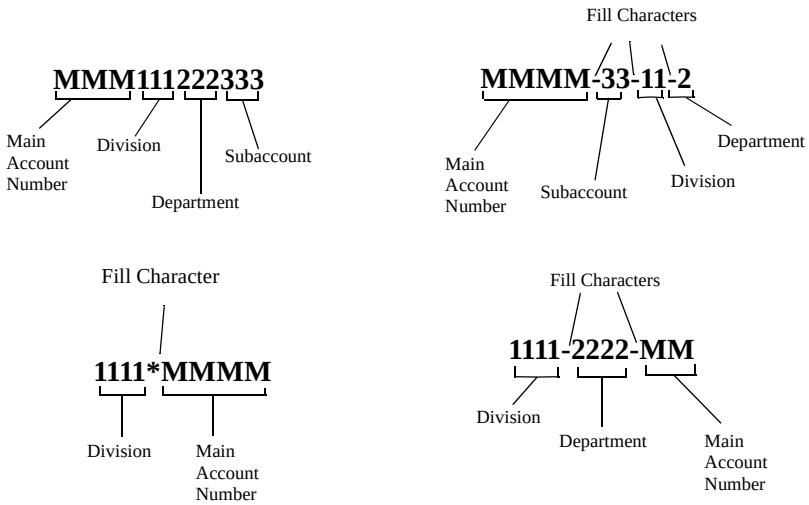
The terms *division, department,* and *subaccount* are only labels. Use segments in whatever way is necessary for your numbering structure. See chapter , section for more information.

The default mask is MMMMMMMMMMMM, which indicates that the main account number segment takes up all 12 positions. You cannot delete a mask; you can only change it.

You can arrange the segments in any order, omit segments you do not need, and use fill characters (for example, a hyphen) to separate segments.

Any character can serve as a fill character, but only one type of fill character can be used in an account number format. That is, you can use a hyphen or a period, but not both. A fill character takes up one position in the account number, and it appears in every blank position between account segments.

Here are some examples of account masks:

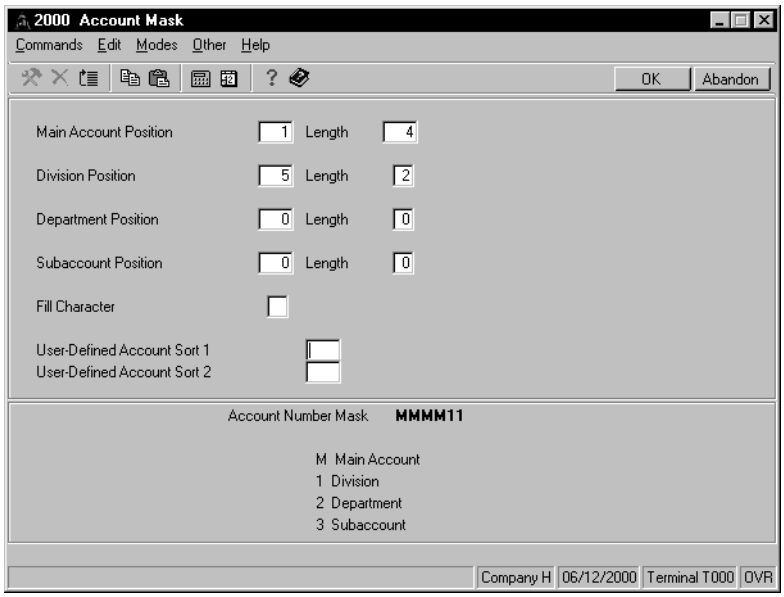


Previous-Year Files

The current-year and previous-year files access the same GLMSK (Account Mask) file. Changes made to the account mask while working with previous-year files also affect current-year files, and vice versa.

Account Mask Screen

Select **Account Mask** from the File Maintenance menu. This screen appears.



Field	Description
Main Account Position/Length	Enter the position in the account number where the main account number begins. Then enter the length of the main account number (the length must be 3 characters or more). For example, if the main account number takes up the first four positions in your account numbers, enter 1 in the Main Account Position field and 4 in the Length field.
Division, Department, Subaccount Position/Length	If you are not using one of these account segments in your account number format, press **Enter** to skip it. If you are using any or all of these segments, enter the position in the account number where each segment begins. Then enter the length of the segment. The length can be 1-6 characters.

Field	Description
	If you want to use a fill character between account segments, you must leave a blank space between the segments. For example, if you used a three-digit main account segment followed by a two-digit subaccount segment and if you wanted a fill character between the two, you would enter 5 in the Subaccount Position field.
Fill Character	If you left spaces between segments, you must enter the character you want inserted in those spaces. For example, you might enter a hyphen (-) to separate a four-character main account number and a two-character division segment.
User-Defined Account Sort 1/2	You can enter two additional sort configurations for use in printing various reports. (Your account mask is considered a sort configuration.) Enter the sequence of account number segments for each user-defined account sort. For example, if your mask is MMMM112233, you might enter 3M21 and 23M1. If you try to delete or change sort configurations, this message appears: Warning! Changing the account sort will require re-creating the GLJRxxx and the GLMKxxx files.
Account Number Mask	The account number format is displayed. When you start this function, the default format is MMMMMMMMMMMM. The format is updated as you enter the segment positions and lengths.

Save the format. Use the up-arrow key to change an account mask. If you change an account mask, this message appears:

Warning: Mask has changed; existing accounts may be in error.

Note

If you want to change your account masks, you must do so before you convert your files. If you do not, your other application masks will not match. In addition, make sure that transactions have been written to the GL Journal before using this function.

Before the system begins changing the masks, this prompt appears:

Do you want to let the system adjust the new accounts automatically?

If you select **Yes** (or enter **Y** in text mode), the system begins changing masks, prompting you only if it encounters a conflict between two account numbers. If you select **No** (or enter **N** in text mode), the system changes the masks one at a time, each time waiting for you to approve the change to the mask.

If you change the mask, the system removes the sort keys from files. You cannot change the mask and sort keys at the same time. Changing the mask updates General Ledger files but not statement contents or transaction work files, and it does not affect files from other applications. If you have already entered the company's chart of accounts, the accounts might not be in the correct format, so they will no longer be valid. Make sure that transactions have been written to the GL Journal before using this function. If you do not want to save the new account mask, use the **Abandon** (**F5**) command. If you want to save the mask, use the **Proceed** (**OK**) command again.

After you save a mask, enter the ID of the next company to define the account mask for, or exit to the File Maintenance menu.

Account Segments

If you have set up a division, department, or subaccount segment in the account mask, use the Account Segments function to set up a description of each division, department, or subaccount you use.

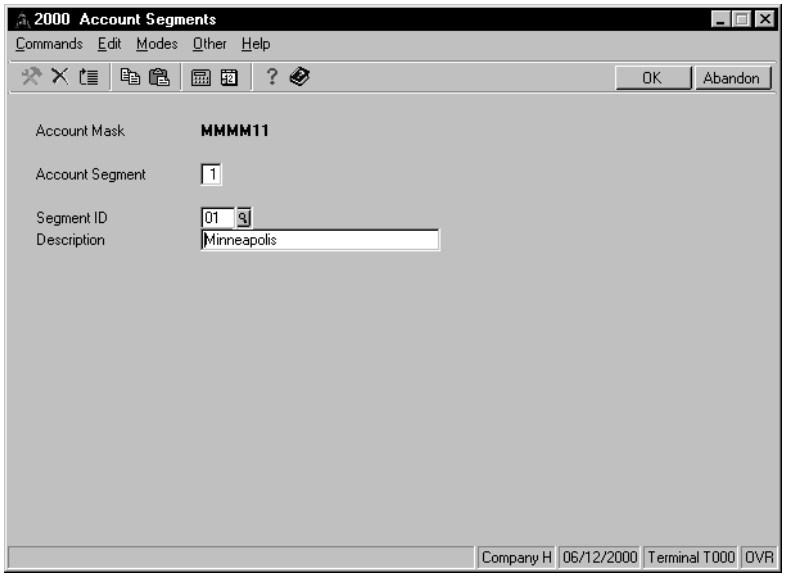
For several General Ledger reports you can select ranges of divisions, departments, and subaccounts, and you can specify the order of the account segments. (The terms *division*, *department*, and *subaccount* are only labels. Use segments in whatever way is necessary for your numbering structure.) The descriptions you assign in the GLSExxx (Account Segments) file appear in the report headers.

Previous-Year Files

The current-year and previous-year files access the same GLSExxx file. Changes made to the account mask while working with previous-year files also affect current-year files, and vice versa.

Account Segments Screen

Select **Account Segments** from the File Maintenance menu. This screen appears:



Field	Description
Account Mask	The mask for the company is displayed.
Account Segment	Enter the number associated with the account segment (1, 2, 3) for which you are entering a description. If you enter the number of a segment that is not defined in your account mask (that is, it is not displayed in the Account Mask field), this message appears: Account segment is not defined in account mask. Enter the number of a defined segment for which you want to enter a description.
Inquiry Segment ID	Enter the ID of the segment for which you are entering a description. For example, if you have three divisions, you can number them 01, 02, and 03. Then you can enter a description to distinguish each division (see below).

Field	Description
	If you want to delete the segment, use the **Delete** (**F3**) command.
Description	Enter a description of the account segment. For example, if you have three divisions, you can enter a description based on location such as Minneapolis, Oakland, and Dallas.

After you save the segment description, enter the next segment description, or exit to the File Maintenance menu.

Account Types

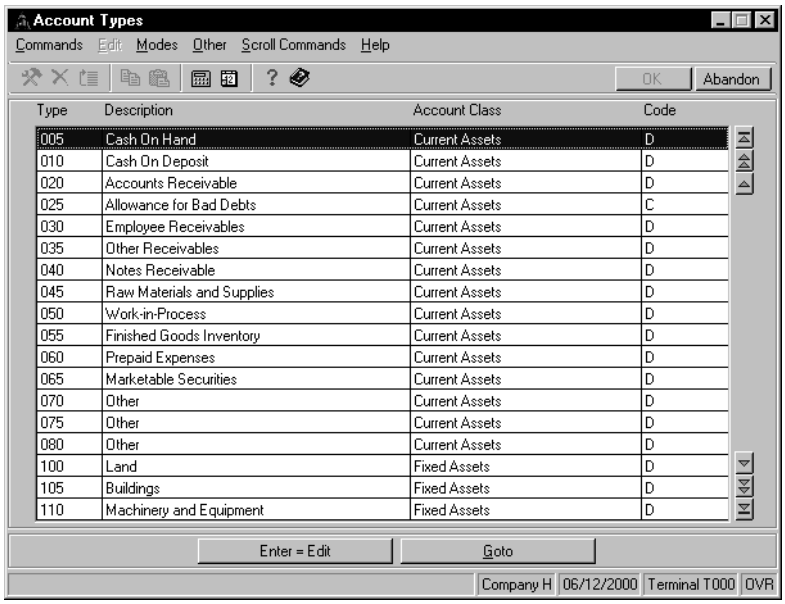
Account types are predefined codes used to group accounts together and to create financial reports such as the Cash Flow Statement. Account types are stored in the GLAT file.

Each account type has an account class and code associated with it. The class is the general category the type fits into—long-term asset, current asset, cash, and so on. Within each class are accounts such as cash on hand and accounts receivable.

Several account types are described as *other*. To accommodate special needs, they can be included when you set up the Cash Flow Statement.

Account Types Screen

Select **Account Types** from the File Maintenance menu. This screen appears.


Account Types
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Type Description Account Class Code
005 Cash On Hand Current Assets D
010 Cash On Deposit Current Assets D
020 Accounts Receivable Current Assets D
025 Allowance for Bad Debts Current Assets C
030 Employee Receivables Current Assets D
035 Other Receivables Current Assets D
040 Notes Receivable Current Assets D
045 Raw Materials and Supplies Current Assets D
050 Work-in-Process Current Assets D
055 Finished Goods Inventory Current Assets D
060 Prepaid Expenses Current Assets D
065 Marketable Securities Current Assets D
070 Other Current Assets D
075 Other Current Assets D
080 Other Current Assets D
100 Land Fixed Assets D
105 Buildings Fixed Assets D
110 Machinery and Equipment Fixed Assets D
Enter = Edit
Goto
Company H
06/12/2000
Terminal T000
OVR

The account type, account class, and account code are displayed. The account code is the default code and includes credit, debit, and memo types.

Enter = edit, Goto

To edit an account type description, press **Enter**. To go directly to another account type, press **G**.

When you are finished editing account descriptions, exit to the File Maintenance menu.

GL Accounts

Use the GL Accounts function to set up and maintain the master chart of accounts. A well-planned chart of accounts makes the General Ledger system easy to use, requires little maintenance, and can be expanded as a business grows.

If General Ledger is interfaced with other OPEN SYSTEMS Accounting Software applications, see the appropriate user's manual for information about the accounts you need to post entries from. Make sure that the General Ledger tables and records in the other applications match the appropriate accounts in the GLMAxxx (Master) file. If they do not match, the journal entries from the other applications will not be posted properly.

Note

Use this function only to set up initial balances and enter annual budget and forecast balances. When you have finished setting up the accounts, do not use this function to change actual balances. If you do, you will put the ledger out of balance without leaving an audit trail. Instead, enter and post journal transactions to make the necessary changes. Likewise, do not use this function to change last-year balances; they are updated by the Create Last-Year Data and Update Current Year functions.

Prerequisites

You must set up the account mask (see page 7-3) before you can set up a company's chart of accounts. You should also set up the account segment descriptions (see page 7-9) before you enter general ledger accounts.

Account Number Structure

Account numbers can consist of any combination of numbers, letters, and dashes, but the account numbers must conform to the account mask. To ensure that the accounts are organized correctly in reports and statements, all the account numbers should be the same length.

Main account numbers should indicate significant groups—assets, liabilities, equity, revenues, and expenses. For example, main account numbers 1000 to 1999 could be assets, 2000 to 2999 could be liabilities, and so on.

Use the same ranges of main account numbers for the same account categories for all companies. It simplifies setting up the system, and you will be able to use the same sets of statement layouts and contents for all companies when you print financial statements.

When assigning account numbers, skip numbers between accounts to leave room for future accounts. For example, you might assign asset account numbers in the following series: 1000, 1010, 1020, 1030.

Memo Accounts

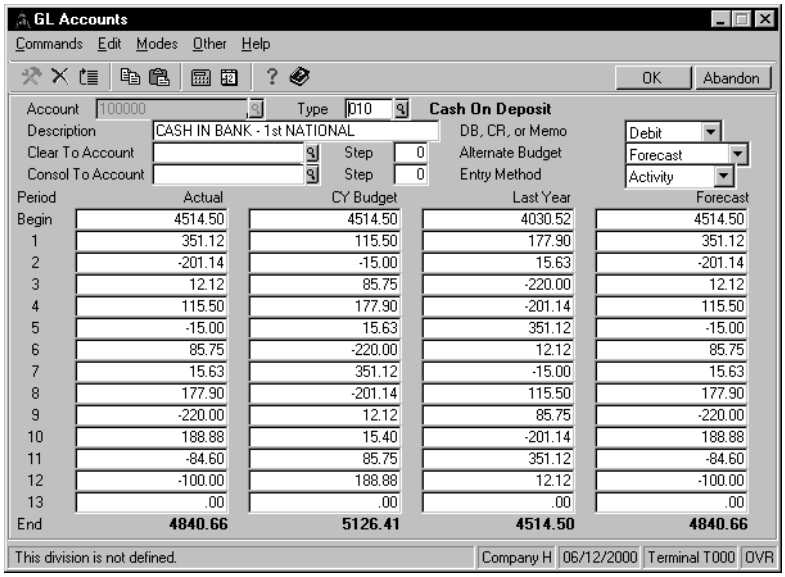
Memo accounts track miscellaneous figures that may be useful in preparing financial statements. For example, you might set up a memo account to track the number of shares of stock outstanding.

Copying the Chart of Accounts

If you use the same account numbering structure for several companies, you can save time by building one company's chart of accounts and then copying it to each of the other companies. You can copy budget, last-year balances, forecast amounts, and the account mask from one company to another; and you can copy from one division or department to another within the same company.

GL Accounts Screen

Select **GL Accounts** from the File Maintenance menu. This screen appears.



Field	Description
Inquiry Account	Enter the account number you want to work with. The division, department, and subaccount descriptions (if available) appear from the GLSExxx (Account Segments) file. To delete an account, use the **Delete** (**F3**) command. If you try to delete an account for which journal transactions have been entered, the message **Activity on account** appears. If you try to delete an account for which the year-to-date balance is not zero, the message **YTD balance not zero** appears. In either case you cannot delete the account.
Inquiry Copy From	This field appears if you entered a new account. To copy an existing account, enter the number of the account you want to copy.

Field	Description
Type	Enter the account type.
Description	Enter the description of the account as you want it to appear in reports and on statements.
DB, CR, or Memo	For a debit account, enter **D**. For a credit account, enter **C**. For a memo account, enter **M.**
Clear To Account	If the account will not be cleared at the end of the year, make sure that this field is blank. Then press **Enter** to skip it. For a revenue or an expense account, enter the number of the account you will clear the account to during year-end closing (see page 6-9 for more information).
Step	If you did not enter an account to clear this one to, press **Enter** to skip this field. If you entered an account to clear the account to at the end of the year, enter the step you want to close the account in.
Consol To Account	If the account will be consolidated with an account that is on a different computer (see page 6-21), enter the account number this account will be consolidated with. If the account numbers are the same or if this account will not be consolidated with another account, make sure that this field is blank; then press **Enter** to skip it.
Step	If the account will be consolidated with an account that is on a different computer, enter the step in which the consolidation will take place. If you enter 0, the account will not be consolidated. If you want to consolidate all accounts in one step, enter 1. (For more information about steps and consolidating accounts during periodic processing, see page 6-21.)
Alternate Budget	If you want to enter or edit information for the forecast budget, press **F**. If you want to enter or edit information for next year, press **N**.

Field	Description
Entry Method	To enter or edit activity for the account, press **A**. To enter or edit the balance of the account, press **B**.
Period Begin/1-13	Enter actual, current-year budget, last-year and forecast, or next-year budget balances. Enter beginning balances in the first row (Begin). Then enter the net change in each balance for period 1 in the next row, for period 2 in the following row, or the balance, if you chose that as the entry method. If you entered B in the Entry Method field, enter the balance. Do not use dollar signs or commas. If you enter a negative balance, enter a negative sign (-) before the number. The system recognizes whether a positive amount is a debit or a credit by your selection in the DB, CR, or Memo field. The Account Budgets function (see page 7-21) provides formulas that facilitate the entry of budget and forecast amounts. You can use the Copy Account Balances function (see page 7-43) to copy the last-year actual, current-year budget, next-year budget, or forecast balances for a range of accounts to their current-year budget or forecast balances.

Note

After you have set up the accounts, do not change the actual balances. If you do, you will put the ledger out of balance without leaving an audit trail. Instead, enter and post journal transactions to make the necessary changes.

When you save your entries the cursor returns to the Account field. Enter the next account you want to work with, or exit to the File Maintenance menu.

Making Corrections

If you approve an account with incorrect information, enter the company ID and account number; then enter the record. Do not change actual or last-year balances.

If you enter an incorrect account number, reenter the account under the correct number. Then delete the old account.

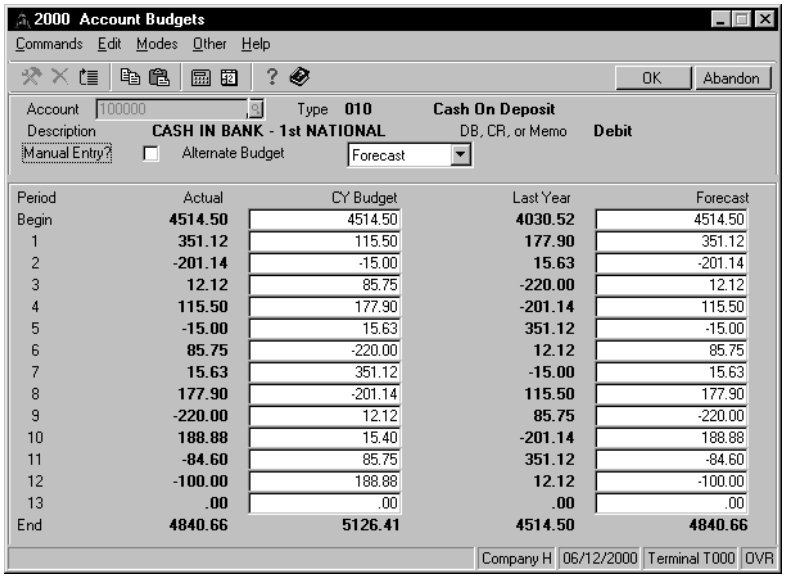
If you change an account type, a debit/credit switch, or actual or last-year figures, the system creates an audit log you must print.

Account Budgets

Use the Account Budgets function to enter and adjust budget and forecast balances for a company's accounts. You can adjust budget balances manually or by using one of the special functions.

Account Budgets Screen

Select **Account Budgets** from the File Maintenance menu. This screen appears.



Field	Description
Inquiry	
Account	Enter the account number you want to work with.
Account Type/ Description/ DB, CR, or Memo	The account type, description, and type of balance (debit, credit, or memo) are displayed.

Field	Description
Manual Entry?	If you want to use the special functions to calculate budget amounts, uncheck the box (or enter N in text mode). If you want to enter the budget amounts manually, check the box (or enter **Y** in text mode). If you elect to use the special functions, you can still enter amounts manually (see below).
Alternate Budget Begin Actual/ CY Budget/Last Year/Forecast	To enter or adjust forecast balances, press **F**. To enter or adjust the next-year budget, press **N**. The beginning actual, current-year budget, last-year, and forecast figures are displayed. You can change only the current-year budget, next-year budget, and forecast balances.
Period 1-13 Actual/ CY Budget/Last Year/Forecast	The 13 period actual, current-year budget, last-year budget, and forecast figures are displayed. If you elected to enter budgets and forecasts manually, enter the amounts in the appropriate fields. If you elected to use the special functions to calculate budget and forecast balances in the Manual Entry field, enter one of the following numbers: *Manual entry* - Enter a budget amount for this field only. *Duplicate* - Duplicate an amount in this field and subsequent fields. *Allocate* - Equally allocate an amount between this field and subsequent fields. *L/Y $* - Adjust the balances in this field and subsequent fields to the corresponding balances in the Last Year column, plus or minus a dollar amount. *L/Y %* - Adjust the balances in this field and subsequent fields to the corresponding balances in the Last Year column, plus or minus a percentage.

Field	Description
	Chg $ - Change the balances in this field and subsequent fields by a dollar amount.You cannot enter this number in period 1. *Chg %* - Change the balances in this field and subsequent fields by a percentage. You cannot enter this number in period 1. The Chg $ and Chg % functions use the balance of the previous period to calculate the balance of the next period. After you select the function, enter the appropriate dollar amount or percentage. Enter a positive value to increase budgets or a negative value to decrease them. The balances for the current period and the remaining periods of the column are adjusted accordingly (that is, all the periods from the cursor position down are affected).
End Actual/CY Budget/Last Year/Forecast or Next-Year Budget	The ending actual, budget, last-year, and forecast figures are displayed.

When you save the balances the cursor returns to the Account field. Enter the next account to adjust budget and forecast balances for, or exit to the File Maintenance menu.

Copy Chart of Accounts

If several companies have similar charts of accounts, the Copy Chart of Accounts function helps you save time. You can copy some or all accounts from one company to another or from one department or division to another. You can also copy the period budget balances and the last-year balances, but you cannot copy actual balances. When you copy the chart of accounts by company, you can use wildcards.

You cannot use the Copy Chart of Accounts function if you are working with previous-year files.

Copied Fields

For each account you copy, these fields are copied:

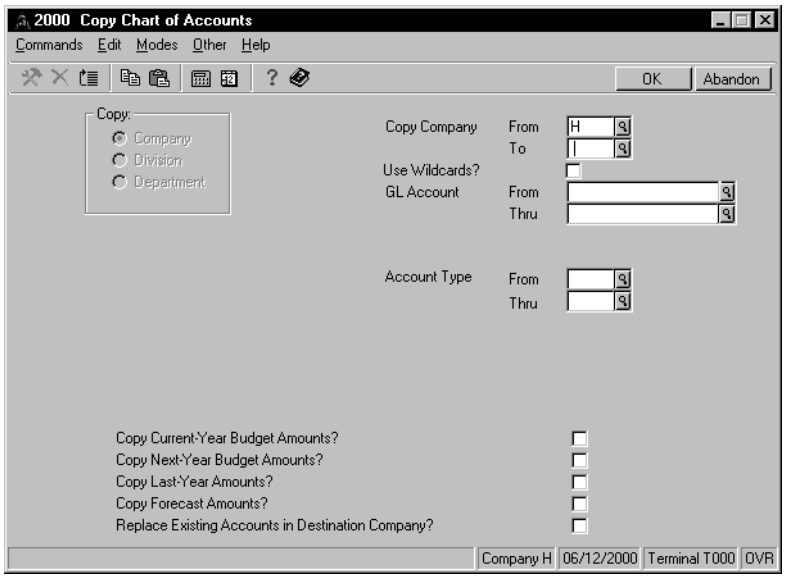
- general ledger account number
- account description
- type of account (debit, credit, or memo)
- clear-to account number
- clearing step
- consolidate-to account number
- consolidation step

Replacing Existing Accounts

If the company to which you are copying has a chart of accounts, you can replace accounts with the same numbers or leave the accounts unchanged. Be careful in this situation; the balances for the existing accounts will be lost if you replace the accounts.

Copy Chart of Accounts Screen

Select **Copy Chart of Accounts** from the File Maintenance menu. The function screen appears.



1. Enter the type of copy you want to perform. You can copy accounts from one company to another, from one department to another, or from one division to another.

Inquiry

2. Enter the range of the companies, divisions, or departments from which you want to copy.

Inquiry

3. Enter the range of accounts you want to copy.

4. If you are copying the chart of accounts for a company and you want to use wildcards when you enter the range of account numbers to copy, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

5. If you are copying the chart of accounts for a company, enter the range of GL accounts you want to copy. You can use the "**?**" and "*****" characters for wildcards.

Inquiry

6. Enter the range of account types you want to copy.

7. If you are copying accounts for a division or department and you want to edit the account descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. If you want to copy current-year budget amounts, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. If you want to copy next-year budget amounts, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

10. If you want to copy last-year amounts, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

11. If you want to copy forecast amounts, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

12. If you want to replace existing accounts, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

    If you replace existing accounts, the balances for those accounts are lost, which might put the destination company's general ledger out of balance.

Making Corrections

If you copied more accounts than you wanted or if you need to change information in the accounts you copied, use the GL Accounts function (see page 7-15) to change or delete the accounts.

Allocations

If you enter transactions against one major account and then distribute them to several other accounts, you can use the Allocations function to set up an allocation record for the major account. You can specify each account to which transactions will be allocated (up to 45) and the percentage that each account will receive. The sum of the percentages must equal 100 percent.

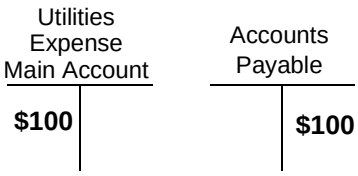
You cannot access this function if you did not elect to use allocations in the Resource Manager Options and Interfaces function.

How Allocations Work

With this function, you enter the major account number, each account to distribute transactions to, and the percentage of the amount each account receives. When you enter a transaction for an account set up in the GLALxxx (Allocations) file, you indicate that the transactions should be allocated; when you post, the system creates journal entries to the accounts specified in the allocation record.

For example, you have an allocation record in which your main utilities expense account is 534000, with 60 percent distributed to division account 534001, 10 percent distributed to division account 534002, and 30 percent distributed to division account 534003. You enter a journal transaction that debits utilities expense account 534000 and credits accounts payable account 200000 for $100. You indicate that the transaction should be automatically allocated.

Here is the original journal entry:



When you post the transaction, the system creates this journal entry:

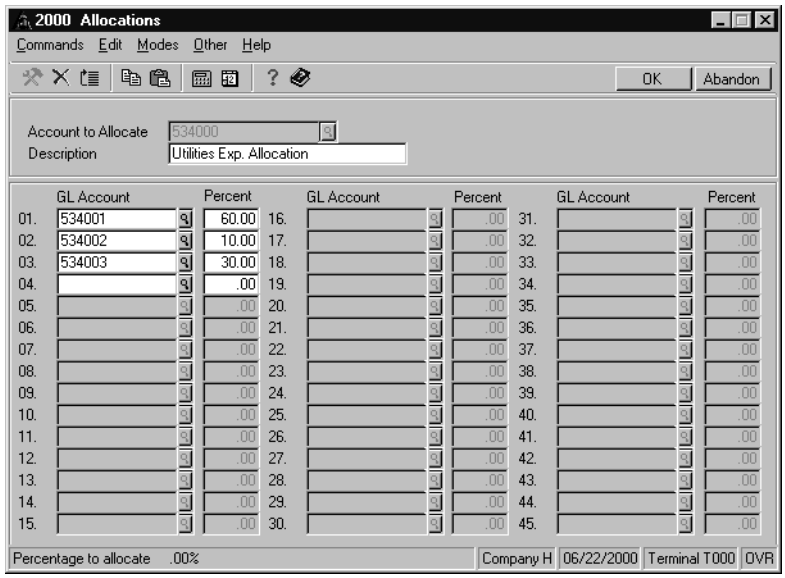
Utilities Expense Main Account		Utilities Expense Division 01		Utilities Expense Division 02		Utilities Expense Division 03	
	$100	**$60**		**$10**		**$30**	

Last-Year Files

The current-year and the last-year files access the same GLALxxx file. Changes made to allocation records while working with last-year files also affect current-year files, and changes made to allocation records while working with current-year files also affect last-year files.

Allocations Screen

Select **Allocations** from the File Maintenance menu. The function screen appears.



If you have not defined the account mask for the company, this message appears: **Mask is not defined for this company.** Exit from the Allocations function and define the company's account mask before you enter the allocation records.

Inquiry

1. Enter the number of the major account whose journal entries you will allocate to other accounts. The description of the account appears for verification.

2. Enter a description of the allocation. It will be printed in the Allocations List.

3. Enter the number of each account to which you will allocate entries made to the major account.

Note

Because the system cannot split a penny, the first account in the record receives all the rounding adjustments.

4. Enter the percentage to be allocated to each account.

Before you can save a record, the sum of the allocation percentages must equal 100 percent; the percentage of the allocation left to distribute is displayed at the bottom of the screen. When that number is zero, you are finished.

When you save the record the cursor returns to the Account to Allocate field. Enter the next allocation record, or exit to the File Maintenance menu.

After You Allocate

After you have saved the allocations records, print the Allocations List to make sure that everything is correct and to use as a reference when you enter journal transactions.

Recurring Entries

Journal entries made regularly—every week, every month—are called *recurring entries*. Use the Recurring Entries function to set up groups of recurring entries. Use the Copy Recurring Entries function to copy the recurring entries to the GtttxxxW (Transaction Work, where *ttt* is the terminal ID) file or directly to the GLJRxxx (Journal) file. You can select this option in the Resource Manager Options and Interfaces function.

If General Ledger is interfaced with other OPEN SYSTEMS Accounting Software applications, some recurring entries may be better tracked through those applications. For example, you can use Accounts Payable to print monthly rent checks and create the proper GL entry.

Debits and Credits

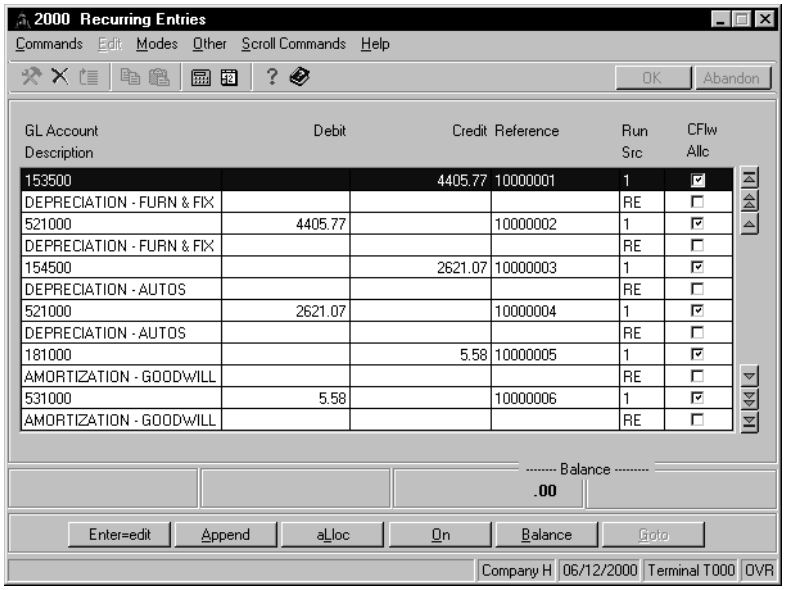
Each recurring entry must consist of at least one debit and one credit transaction, and the total debits must equal the total credits before you can exit from this function or change the Run Code fields.

Last-Year Files

The current-year and the last-year files access the same GLRExxx (Recurring Entries) file. Changes made to recurring entries while working with last-year files also affect current-year files, and changes made to recurring entries while working with current-year files also affect last-year files.

Recurring Entries Screen

Select **Recurring Entries** from the File Maintenance menu. This screen appears.



Enter = Edit, Append, aLloc, **On/Off, Balance**, **Goto**

To edit the line the prompt is at, press **Enter**. To add an entry to the end of the list of entries, press **A**. Then see **Adding or Editing a Line Item** below.

To switch the allocation status of a line from checked (or Y in text mode) to unchecked (or N in text mode), or vice versa, press **L**.

To change the default allocation setting for appended lines from checked (or Y in text mode) to unchecked (or N in text mode), or vice versa, press **O**.

To view the run code balances, press **B**.

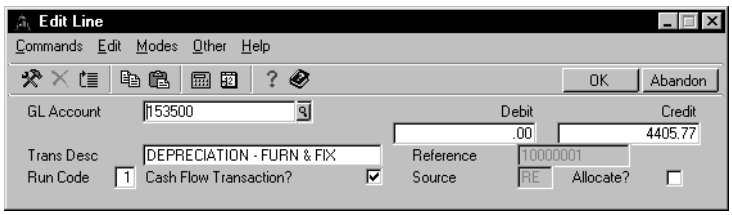
To move to a specific line, enter **G**. (This command is available only when there is more than one page of entries).

Note

The command bar is not displayed for the first recurring entry you add.

Adding or Editing a Line Item

When you press **Enter** or **A** on the command bar, the Edit Line or Append Line window appears. The only difference between the two windows is the title and the fact that data is displayed in the Edit Line window. If you are editing an item, you cannot edit the Reference field. This field must be unique, and it is the key to this record.



Field	Description
Inquiry GL Account	Enter the general ledger account number you will post the transaction to. When you use the **Maintenance** (**F6**) command to add a general ledger account, the GL Accounts function (see page 7-15) is temporarily called up.
Debit/Credit	Enter the debit or credit amount of the recurring entry.
Trans Desc	Enter a description of the recurring entry. Once a recurring entry has been copied to the GLJRxxx file, the description is printed in the GL Journal and the GL Activity Report.
Reference	Enter the reference number for the transaction. You must enter a unique reference for each debit or credit.

Field	Description
Run Code	Run codes group particular recurring entries together. For example, you can copy specific run codes and then post all the weekly transactions at the same time. Assign run codes with care. For example, weekly recurring entries can be assigned a run code of 1, biweekly recurring entries a run code of 2, and so on.
Cash Flow Transaction?	If you want the transaction to be included in the statement of cash flow, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Source Allocate?	Enter the source code for the recurring entry. *RE* and *R1* are the only valid choices. If you did not elect to use allocations in the Resource Manager Options and Interfaces function, you cannot access this field. If you want the transaction to be distributed to the accounts set up in the allocation record, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

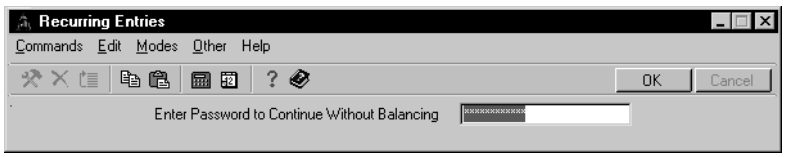
Offsetting Amounts

If the balance of the entries is a debit, the offsetting credit amount is displayed in the Credit field of the next transaction. If the balance is a credit, the offsetting debit amount is displayed in the Debit field.

To approve the offsetting amount, enter the account number. Then press **Enter** at the appropriate field. If the offsetting amount should be split between two or more accounts, enter each additional transaction until the balance at the bottom of the screen is zero.

Run Code Balances

If you try to exit from the Recurring Entries function before the balance of the offsetting amounts is zero, the message **Warning! Current journal entries do not balance** appears at the bottom of the screen, and the Run Code Balances window appears. You must enter the password to exit.



When you are finished entering recurring entries, exit to the File Maintenance menu.

Tables

Use the Tables function to set up and maintain the $PASS$ (Forced-Balance Password) table.

The CNVTxxx table in Resource Manager must be set up before you can begin using the General Ledger system; see the *Resource Manager User's Manual* for information about Period Setup and the CNVTxxx table.

The General Ledger system has several company-specific internal tables: GLAUDxxx, GLCHAxxx, GLPRAxxx, GLPRJxxx, and GLTRLxxx. Do not tamper with these tables.

The $PASS$ Table

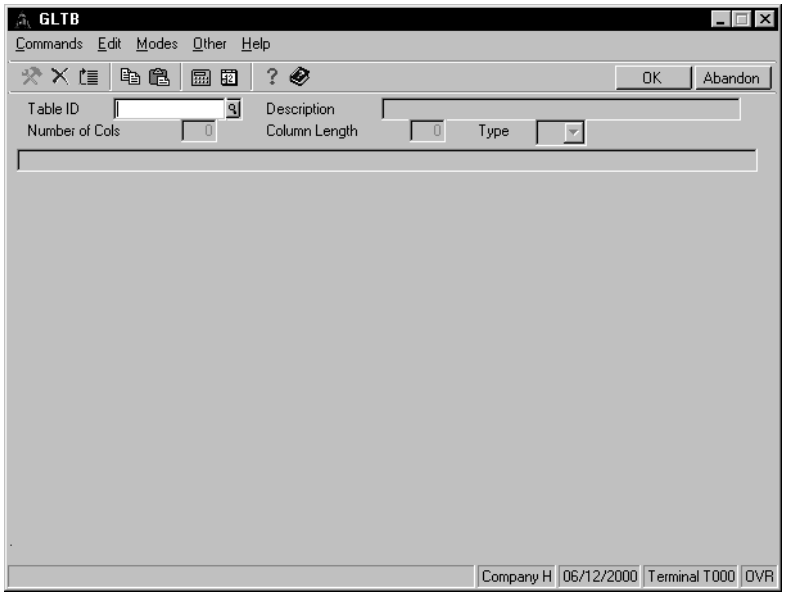
To ensure that the general ledger remains in balance, you cannot exit from a journal entry function (Transactions, Edit Transactions, Copy Recurring Entries, or Recurring Entries) unless the balance of the debit and credit entries is zero. However, if the ledger is out of balance and you cannot figure out what went wrong, you can enter the forced-balance password to exit from the function.

Note

Use the forced-balance password only as a temporary emergency measure. Find out the source of the problem and correct it as soon as possible. Do not post to the GLMAxxx (Master) file until the Journal is in balance.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank table screen appears.



Field	Description
Inquiry	
Table ID	Enter $PASS$ in the table ID field. The rest of the $PASS$ table appears.
Function	FORCED BAL is displayed in this column to describe the function of the password. Do not change this field. Press **Enter** to proceed to the next column.
Password	The default forced-balance password that is established when you install your software is OVERRIDE. It is the same for all companies. If you like, you can change it for additional protection. You can have only one forced-balance password on your system.

Save the $PASS$ table. Then enter the next table ID, or exit to the File Maintenance menu.

Further Protection

After you have set up the forced-balance password, use the Resource Manager Access Codes function to protect the Tables function in General Ledger.

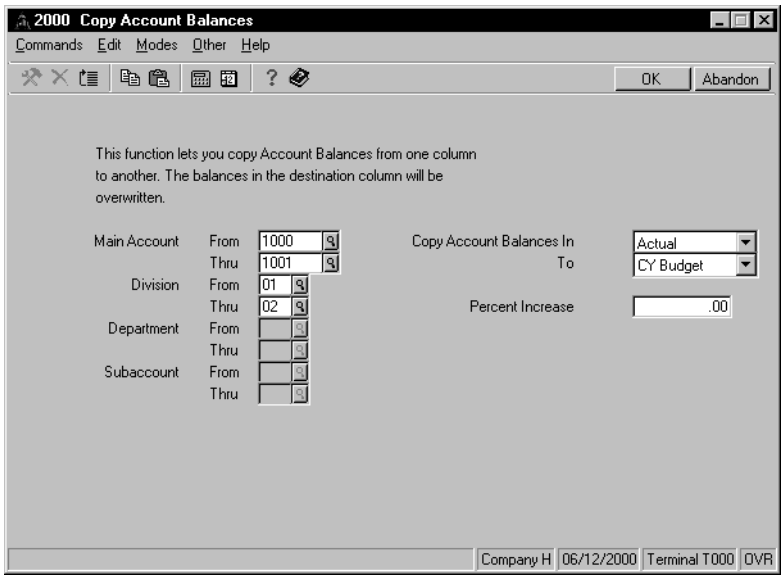
For additional security, remove this section from this manual.

Copy Account Balances

Use the Copy Account Balances function to copy the actual, current-year budget, last-year, or forecast balances of a range of accounts to the current-year budget, next-year budget, or forecast balances.

Copy Account Balances Screen

Select **Copy Account Balances** from the File Maintenance menu. The function screen appears.



Inquiry

1. Enter the range of main account, division, department, and subaccount segments for which you want to copy account balances. If your company's account mask does not include one or more of the account number segments, those fields are skipped.

2. Select the source of the account balances you want to copy:

   - **A**ctual balances
   - **C**urrent-year budget
   - **L**ast-year balances
   - **F**orecast balances
   - **N**ext-year budget

3. Select the destination of account balances you want to copy:

   - **C**urrent-year budget
   - **F**orecast balances
   - **N**ext-year budget

4. Enter the percentage by which to increase the balances.

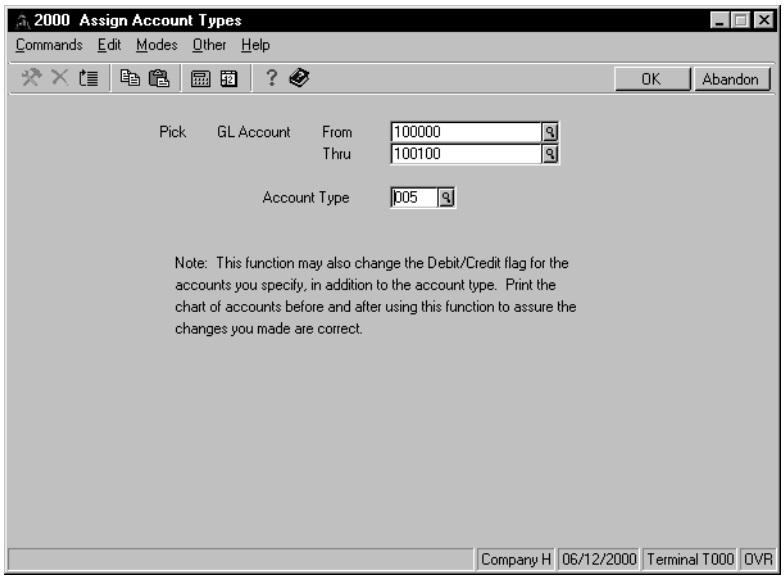
Use the **Proceed (OK)** command to begin copying the balances. When the balances are copied, the File Maintenance menu appears.

Assign Account Types

Use the Assign Account Types function to assign an account type to a range of account numbers.

Assign Account Types Screen

Select **Assign Account Types** from the File Maintenance menu. The function screen appears.



Inquiry

1. Enter the range of accounts to which you want to assign account types.

Inquiry

2. Enter the account type you want assigned to this range.

When you assign an account type to a range of account numbers, the code for the default balance type is also assigned to the range. If an account's balance type is changed when you use this function, the activity amount for that account is multiplied by -1. For example, if you assign an account type with a debit code to a range of account numbers that includes an account with a credit balance, the activity amount for that account is multiplied by -1 to produce a debit activity amount. Instead of including the account in the range when you use the Assign Account Types function, use the GL Accounts function (see page 7-15) to edit the account. When you are editing the account type in this function, you can override the default code for the balance type.

When you use the **Proceed (OK)** command to assign account types, the File Maintenance menu appears.

Change Fields

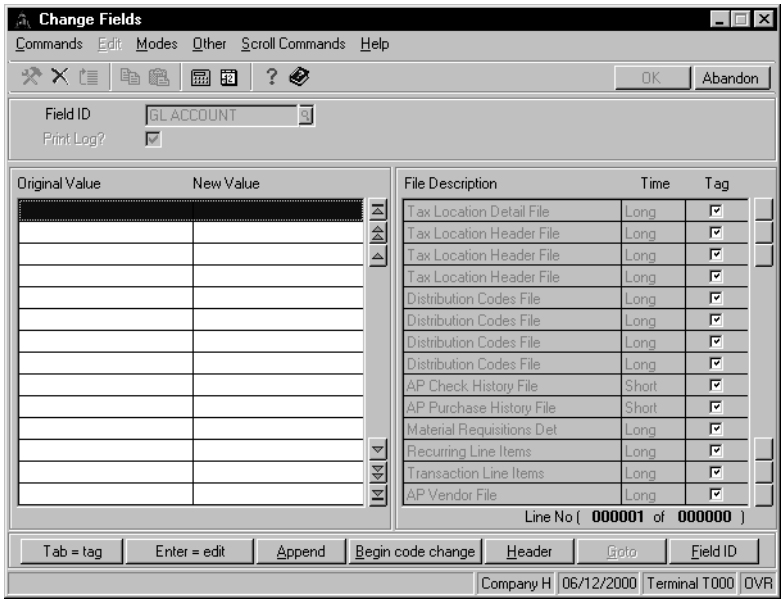
Features

Use the Change Fields function on the File Maintenance menu to change any code from one value to another. The Change Fields function can change codes within this application, as well as in other applications.

To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 7-51.

Change Fields Screen

When you select **Change Fields** from the menu, this screen appears:



The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change only General Ledger fields from the General Ledger menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Field Definitions—Values

	Field Name	Description
Inquiry	Original Value	Enter the current field value that you want to change.
	New Value	Enter the new value that you want to use for this field.

Command Bar

Command	Description
Tab = tag	Press **Tab** to switch to the Files section of the screen.
Enter = edit	Press **Enter** to edit the current line.

Command	Description
Append	Press **A** to append another value to change to the list.
Begin code change	Press **B** to begin the change field process.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The names of the files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file; untag the file to skip this file. It's best to change fields within all affected files whenever possible. The field ID you are changing may be a required field in some files. Skipping these files can cause system problems and errors. Use extreme care when untagging files.

Command Bar

Command	Description
Tab = value	Press **Tab** to return to the Values screen section.
Enter = Tag/Untag	Press **Enter** to toggle a file as included or excluded from the copy process.
All	Press **A** to tag all of the files.
None	Press **N** to untag all of the files.
Begin	Press **B** to being the change field function.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Change Fields Log

06/17/2000 Builder's Supply Page 4
1:07 AM Change Code Log

File Name	Records Read	Records Converted	Original Total Record	New Total Records
GLREH	6	0	6	6
GLSCF	315	0	322	322
GLSCF	315	0	322	322
INCTH	368	0	368	368
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INGLH	2	0	2	2
INRQH	186	0	186	186
INTRH	9	0	9	9
JOBSH	1	0	26	26
JOBSH	Improper field length; KNUM=0, Record=100004			
JOBSH	26	0	26	26
JOBSH	Improper field length; KNUM=0, Record=100004			
JOBSH	26	0	26	26
PADDH	12	0	12	12
PADPH	1	0	97	97
PAECH	0	0	11	11
PAWTH	0	0	12	12
PAWTH	12	0	12	12
POORH	0	0	31	31
POPQH	3	0	3	3
SOKHH	186	0	186	186
SOKTH	18	0	18	18
SORLH	20	0	20	20
SORLH	20	0	20	20
SORLH	20	0	20	20
SOTDH	78	0	78	78
SOTDH	78	0	78	78
SOTDH	78	0	78	78

Field ID	GL ACCOUNT	
Original Value		New Value
4010		4012

Statement Maintenance 8

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Statement Layout

Use the Statement Layout function in conjunction with the Statement Contents function to create financial statements and reports. Several income statements and balance sheets are provided with General Ledger; customize them to suit your needs, or design your own.

Financial Statements

A financial statement consists of one statement layout and one statement content. The Statement Layout function controls the width and placement of the columns and the type of balances to use. The Statement Contents function controls the rows of the report and determines which accounts to include.

One statement content can be printed with several statement layouts. Likewise, one statement layout can be printed with several statement contents. This flexibility allows for a great range of financial statements.

After statement layouts and contents have been set up, use the Statements function (page 5-11) to print the statements.

What Statement Layouts Regulate

The statement layout determines

- how a statement looks
- the types of information that go into the columns—account numbers, descriptions, balances, or calculations
- the types of account balances that are included—actual, budget, forecast, next-year budget, or last-year actual
- the length of the reporting period—the current period only, the previous period only, or number of periods relative to the current period—calculated for the quarter to date, year to date, or for specified periods.

Planning and Examples

Before you set up a statement, determine what you want on it—the kind of balance information, column layouts, calculations, and so on. You can design statement layouts that display different companies, periods, or account segments in side-by-side columns. You can also define a company and an account mask for each column that references amounts in the chart of accounts. With these masks, you can define a column to contain one company, all companies, one account segment, or a combination of these factors.

The General Ledger application contains the following sample statement layouts:

Layout ID	Description
BALA	Current/Budget Comparison
BALB	Current/Last-Year Comparison
BALC	Current/Budget and Last-Year Comparison
BALD	Change from Last Year
BALE	Current Period/Year to Date
BALF	Current Period/Year to Date
BALG	Six-Month Comparison
INCA	Budget Comparison (Current/YTD)
INCB	Last-Year Comparison (Current/YTD)
INCC	Budget Comparison (Current/QTD/YTD)
INCD	Last-Year Comparison (Current/QTD/YTD)
INCE	Budget/Last-Year Comparison (Current/YTD)
INCF	Budget Variance (Current/YTD)
INCG	Last-Year Variance (Current/YTD)
INCH	Budget Variance (Current/QTD/YTD)

Layout ID	Description
INCI	Last-Year Variance (Current/QTD/YTD)
INCJ	Current Period/Previous Period/YTD
INCK	Current Period/YTD
INCL	Current Period/QTD/YTD
INCM	YTD Divisional Side-by-Side Comparison
INCN	Divisional Side-by-Side Comparison
INCO	Company Side-by-Side Comparison
INCP	Six-Month Comparison
RATA	Ratio Analysis

Year-to-date (YTD) statements use 13 accounting periods; quarter-to-date (QTD) statements use 3 periods. If you use a quarterly system (that is, each of the 13 periods equals one week in the quarter), print a current/YTD report to get QTD information.

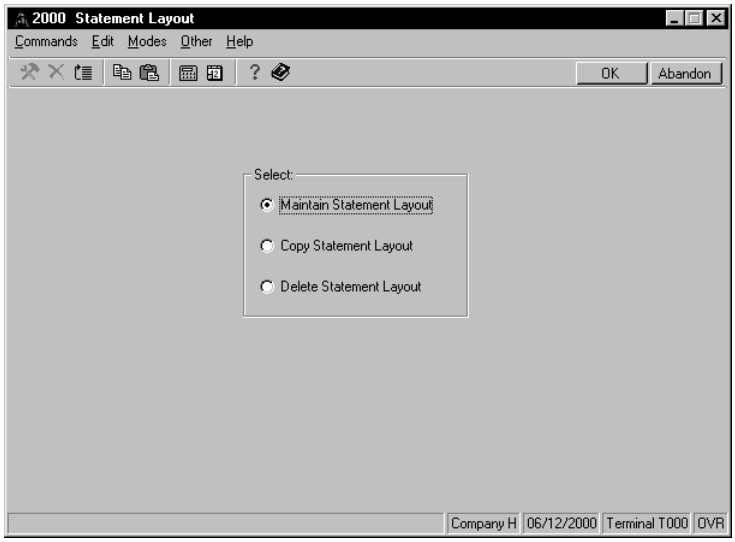
Use a sample layout as it is, copy a sample layout and modify it, or use the samples as guides for creating your own layouts. Print one of the samples to use for reference while you read this section.

Previous-Year Files

The current-year and the last-year files access the same GLSLF (Statement Layout) file. Changes made to statement layouts while working with previous-year files also affect current-year files, and changes made to statement layouts while working with current-year files also affect previous-year files.

Statement Layout Selection Screen

Select **Statement Layout** from the Statement Maintenance menu. The selection screen appears:



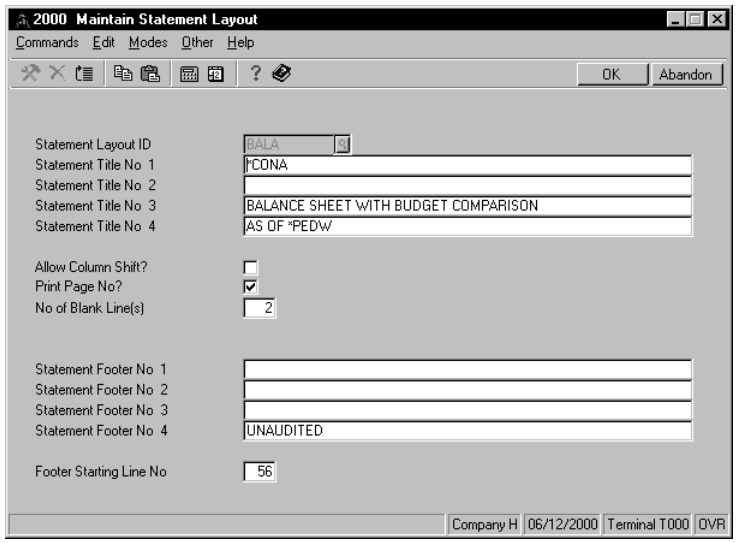
Select the task you want to perform. You can maintain or create statement layouts, copy statement layouts, or delete statement layouts.

Each of these tasks is explained in this section.

Maintain Statement Layout Screens

Use the Maintain Statement Layout screens to add or change statement layouts.

When you select **Maintain Statement Layout** from the Statement Layout menu, the first screen appears.



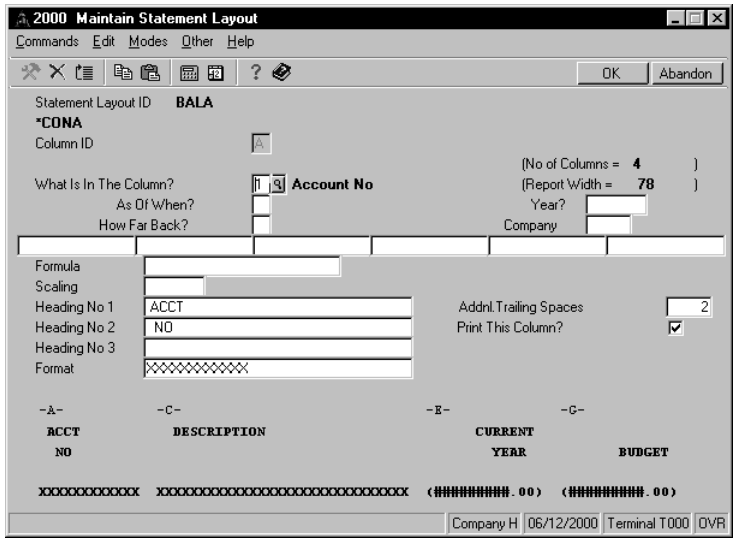
Screen One

	Field	Description
Inquiry	Statement Layout ID	Enter the ID of the statement layout you want to work with. Because you can specify ranges of layouts to print or copy, it is helpful to group similar layouts together; for example, the sample balance sheets are BALA through BALG.
	Statement Title No 1-4	The statement titles are printed at the top center of each report page. The titles are automatically centered when the report is printed.

Field	Description
	Enter the entire title, using no more than 111 characters. You can have part of the title change each time you print the report. For example, you can print the period beginning and ending dates. See **Print-Time Inserts** later in this section.
Allow Column Shift?	If you want to shift the column totals to the right or left to improve readability, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you elect to shift columns, leave a blank column in the statement layout to receive the shifted lines. You specify which lines you want shifted in the Statement Contents function. If you elect not to shift columns, the system ignores column shifts in the statement content and you can fit more information on the page.
Print Page No?	If you want the page numbers to be printed in the upper right-hand corner of each page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
No Of Blank Line(s)	Enter the number of blank lines you want between the report title and the text, or press **Enter** to leave two blank lines.
Statement Footer No 1-4	The statement footers are printed at the bottom center of each report page. The footers are automatically centered when the statement is printed. Enter the entire footer, using no more than 111 characters. You can have part of the footer change each time you print the report. For example, you can print the period beginning and ending dates. See **Print-Time Inserts** later in this section.

Field	Description
Footer Starting Line No	Press **Enter** to print the footers on line 56, or enter the number of the line on which you want the footers to be printed. The number you enter must be between 20 and 99. If the page is 11 inches long, do not enter a number greater than 62.

When you are finished, save the information on this screen and go to the next screen.



The number of columns in the report (so far) and the total width of the report are displayed on the screen at the upper right. The report width cannot exceed the width of your printer; the maximum is generally 132 spaces.

Field	Description
Column ID	Each column is identified by a letter. Columns are arranged in alphabetical order across the report.

	Field	Description
		If columns are already set up, they are displayed in the lower third of the screen. Enter the ID of the column you want to work with (it must be a letter). Begin a new statement layout with column A. (If you want to leave a blank column for shifting column totals to the left margin, begin with column B.) Then continue through the alphabet. To leave blank columns between columns, skip a letter. Then you can shift column totals or replace blank columns with new columns without reconstructing the layout. A blank column does not appear in the report unless you shift column totals into it.
	Copy From	This field appears if the column ID you entered has not been set up. Enter the letter of the column you want to copy into the column, or press **Enter** to skip this field.
Inquiry	What Is In The Column?	Select what you want to appear in the column. If you select 0, 1, or 2, skip ahead to **Setting up the Column Format** later in this section. If you select 3, 4, 5, 8, or 9, go to **Account Balances** below. If you select 6 or 7, skip ahead to **Calculations** later in this section.

Account Balances

If the column contains actual, budget, or last-year balances, enter this information:

Field	Description
As Of When?	Select the most recent period to put in the column: • current period • previous period • previous quarter • current activity relative to the period • year-to-date relative to the printed period • selected at print time • year-end balances
How Far Back?	If you entered 1, 2, or 3 in the As Of When field, select one of these values: • use the balance for the selected period only • use the quarter-to-date balance • use the year-to-date balance The year-to-date balance is the sum of the changes in the balances in every period through the one specified in the As Of When field plus the beginning balance. If you entered a relative balance in the As Of When field, select one of these values: • use balance information for the current period • use balance information from 1-9 periods back • use balance information from 10 periods back • use balance information from 11 periods back • use balance information from 12 periods back
Year?	Enter the year for the data you want printed in this column. If you leave this field blank, the system uses the current year.

Field	Description
Company	If you entered 3, 4, 5, 8, or 9 in the What Is In The Column field, you can specify the company whose account balances will appear in the column. This feature enables you to show different companies' (or divisions', departments', or subaccounts') accounts in a side-by-side format. You can also combine accounts from more than one company on the statement. If the layout you are defining will not show companies and account segments in side-by-side columns, leave this field and the account masks blank. Then you can produce a financial statement that uses this layout for any company. If you want to use the layout for all companies and accounts, press **Enter**. If you want to select a company (or all companies) when you produce a financial statement that uses this layout, enter a question mark (**?**). If you want to assign the layout to one company, enter the company ID. If you enter ? or a company ID, you must enter at least one of six account masks allowed for the companies that use the layout. When you print a side-by-side financial statement for all companies (the Company field in the layout is set to), all the companies whose account masks match one of the masks assigned to the layout are combined in the statement. You can use question marks as wildcard characters to match specific characters in an account mask. For example, you might enter ????02 to match all six-character account numbers with 02 in the fifth and sixth character positions.

Calculations

If the column contains formulas, enter this information.

Field	Description
Formula	The amount printed in a formula column (column type 6 or 7) is calculated from the amounts in previous columns or in totals according to the formula you enter here. You can enter only numbers and symbols that specify the arithmetic operations. You can use four operations: add (+), subtract (-), multiply (*), or divide (/). They are performed left to right. For accurate results, multiply before you divide. You cannot use parentheses. To use column data in formulas, use variable C*x* (*x* is the column ID). For example, use the formula CC-CA to print the difference between the balances in columns C and A. The columns used in formulas must precede the calculation column. For example, if column D contains a calculation, values from columns A through C can be used, but values from columns E, F, G, and so on cannot be used. You can use any of the nine totals from the statement content in a formula. The specific total balance is determined by the type of balance (actual, last-year, forecast, or budget amounts) in that column type. Use variable T*nx* (*n* is the number of the Total field [1-9], and *x* is the letter of the column that specifies the type of balance to use). For example, with the following specifications, you can use formula T9F to print this period's total revenue for the same period in column H: Total field 9 in the statement content stores Total Revenue. Column F in the statement layout specifies column type 3, Actual Balance. Column H in the layout specifies column type 5, Last-Year Balance.

Field	Description
	You can store numbers that you want to use in formulas in the balances of memo accounts. For example, in the sample Ratio Analysis (layout ID RATA) the total revenue is divided by the number of shares outstanding (stored in a memo account) to get the earnings per share. To use the numbers from memo accounts in a formula, you must use the statement content line to put the appropriate balances in a Total field. Then use the total in the formula as directed above. You can enter numbers in two ways: Enter a number in the beginning balance and use the ending (year-to-date) balance in calculations, like in the sample shares outstanding account. Enter a different number in each period. For example, to print the average sales per day, you could enter the number of days in the month in each period balance and use that memo account in a day formula. The total sales would be divided by the number of days in each period.
Scaling	Use the scaling factor to round off dollar amounts to the nearest hundred or thousand dollars. Enter **1** to divide by 1 (no scaling), **100** to divide by 100, or **1000** to divide by 1000.

Setting up the Column Format

If the column contains information to be printed, enter this information.

Field	Description
Heading No 1-3	Enter the heading for the column; you can use three lines of text. If you want the heading to be centered, you must center it manually above the column.

Field	Description
	You can have part of the column heading change each time the report is produced. See **Print-Time Inserts** below for information about inserting current data into headings—for example, printing the period beginning and ending dates. The length of each line of the column heading is the greater of either the header characters or the format length. If you plan to shorten the format, make sure that the column heading will fit.
Format	The format determines how the column information appears in print. Press **Enter** to use the default format for the column you are using, or design your own. Each character in the format represents the space for one printed character. The type of printed character allowed depends on the column type. Column types 1 and 2 are text columns, where X represents any character and XXXX creates a column 4 characters wide. For column type 1 (account number), the standard format is 12 characters; for column type 2 (description), it is 30 characters. You can alter the format to suit your needs. Account numbers or descriptions longer than the format you define for the column are truncated. Column types 3-9 are numeric columns: **#** represents a number (0–9) **0** represents a decimal place **.** represents a decimal point **,** represents a comma

Field	Description
	The standard format for these column types is #########.00-. This format can hold the largest possible balances. If you shorten the format to gain space, make sure that none of the balances you print will exceed this limit; if some do, an error message will appear. At the end of the statement, values that exceed this limit will be marked with asterisks in the statement printout. You can print signs in five ways, depending on the sign characters you use in the format: **$** Print a dollar sign to the left of the farthest numeric placeholder (#). If you place the dollar sign outside the parentheses, you will have the option to print the dollar sign or not, as defined in the statement content. If you place the dollar sign inside the parentheses, it will always be printed as part of the value. **-** Print a negative sign next to credit balances in debit accounts and debit balances in credit accounts. You can enter the sign to the left or the right of the number format. **+** Print a negative sign as described above, and print a positive sign next to credit balances in credit accounts and debit balances in debit accounts (left or right). **( )** Print parentheses around debit balances in credit accounts and credit balances in debit accounts. **CR** Print the letters *CR* to the right of credit balances in debit accounts. Here are some examples of numeric formats: **$####.00-** Print a number up to 9999.99, with a dollar sign to the left. If the number is a credit in a debit account or a debit in a credit account, print a negative sign to the right. **+###.00** Print a number up to 999.99, with a positive sign or a negative sign to the left.

Field	Description
	###.00CR Print a number up to 999.99, with the letters *CR* next to the right of credits in debit accounts. **(#,###.00)** Print a number up to 9,999.99 (including the comma). If the number is a credit in a debit account or a debit in a credit account, enclose it in parentheses.
Addnl Trailing Spaces	Enter the number of spaces to insert between this column and the next one. Enter **0** to run the headings together—for example, to print one heading across several columns. Press **Enter** to accept the default, which is 2 spaces.
Print This Column?	If you want to suppress a column from being printed (for example, to clear an account number column), uncheck the box (or enter **N** in text mode); if not, check the box (or enter **Y** in text mode).

When you save the column, the cursor returns to the Column ID field. Enter the next column ID to work with, or exit to the first Maintain Statement Layout screen.

After you add a statement layout, produce the Statement Layout List to make sure that everything is correct. Then go on to set up the statement contents.

Print-Time Inserts

If you want part of the title or footer to change each time you print the report, either change the title each time you use the Statements function, or use print-time inserts to have the system change the titles. For example, when you print income statements for several companies, enter ***CONA** as the title so that the name of the company you are printing the statement for will be inserted.

The table below details the available print-time inserts:

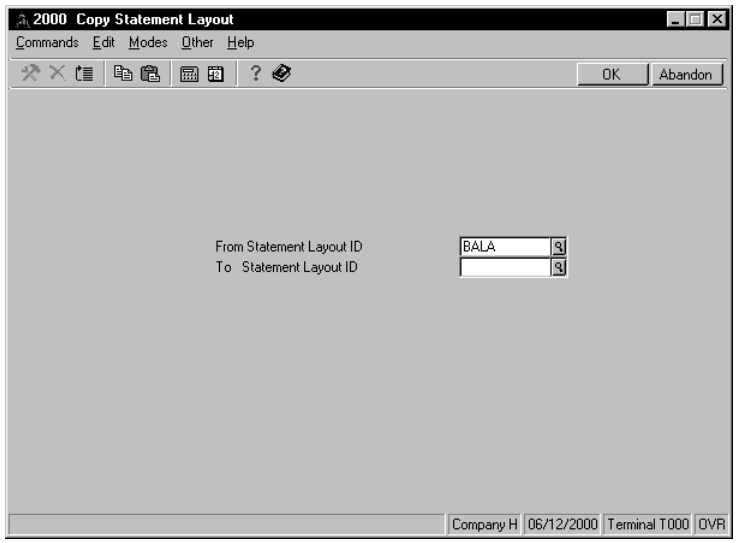
Insert	Prints	Example
***PBDN**	Period Beginning Date—Numbers	11/01/00

Insert	Prints	Example
***PBDW**	Period Beginning Date—Words	NOV 1, 2000
***Pbdw**	Period Beginning Date—Words	Nov 1, 2000
***PBDM**	Period Beginning Date—Military	1 NOV 2000
***Pbdm**	Period Beginning Date—Military	1 Nov 2000
***PEDN**	Period Ending Date—Numbers	11/30/00
***PEDW**	Period Ending Date—Words	NOV 30, 2000
***Pedw**	Period Ending Date—Words	Nov 30, 2000
***PEDM**	Period Ending Date—Military	30 NOV 2000
***Pedm**	Period Ending Date—Military	30 Nov 2000
***PERN**	Period Number	11
***COID**	Company ID	H
***CONA**	Company Name	Builders' Supply
***SCID**	Statement Content ID	BAL1

Copy Statement Layout Screen

Use the Copy Statement Layout task to modify an existing statement layout. You may find it easier to copy a layout than to create one from scratch.

When you select **Copy Statement Layout** from the Statement Layout menu, the function screen appears:



Inquiry

1. Enter the ID of the statement layout you want to copy.

Inquiry

2. Enter an ID for the new copy of the layout. The system recognizes the difference between uppercase and lowercase, so if you use all uppercase or a mixture of uppercase and lowercase letters, keep track of which case you used.

   If you enter the ID of a layout that already exists, a warning appears. If you override the warning by pressing **Enter** and then **PgDn**, the existing layout is replaced by the new copy. Do *not* enter the ID of a layout you want to keep.

   If the ID you enter is the same as the ID of the layout you are copying, an error message appears.

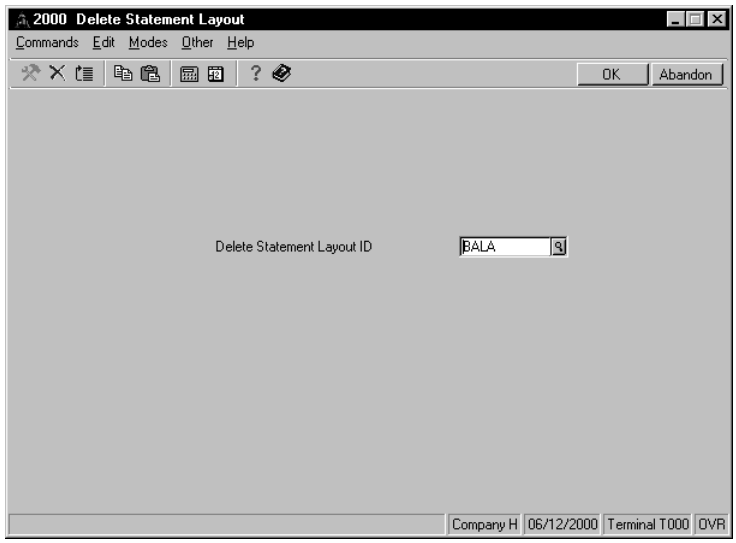
Use the **Proceed (OK)** command to copy the statement layout. The message **Copy complete—Press any key to continue** appears after the layout is copied. Press any key to return to the From Statement Layout ID field.

Enter the next statement layout you want to copy, or exit to the Statement Layout menu.

Delete Statement Layout Screen

Use the Delete Statement Layout screen to delete statements you no longer need. Do not delete layouts you might modify later (see **Copy Statement Layout** above).

When you select **Delete Statement Layout** from the Statement Layout menu, this screen appears.



Inquiry

1. Enter the ID of the statement layout you want to delete.
2. Select **Yes** or use the **Delete (F3)** command to confirm that you want to delete the statement layout. The message **Press any key to continue** appears after the layout is deleted. Press any key to return to the Delete Statement Layout ID field.

Enter the next statement layout ID you want to delete, or exit to the Statement Layout menu.

Statement Contents

Use the Statement Contents function in conjunction with the Statement Layout function to create financial statements and reports. Several income statements and balance sheets are provided with General Ledger; customize them to suit your needs, or design your own.

Financial Statements

A financial statement consists of one statement layout and one statement content. The Statement Layout function controls the width and placement of the columns and the type of balances to use. The Statement Contents function controls the rows of the report and determines which accounts to include.

One statement content can be printed with several statement layouts. Likewise, one statement layout can be printed with several statement contents. This flexibility allows for a great range of financial statements.

After statement layouts and contents have been set up, use the Statements function (page 5-11) to print the statements.

What Statement Contents Regulate

In the statement contents you can

- specify the account mask to use
- specify the accounts and account segments to use
- add balances and print the totals
- print lines of text
- underline and shift columns of figures

Generally each line of the statement contents represents a row on the statement. The rows are printed in the order of the sequence numbers in the first column.

Planning and Examples

Enter statement contents one line at a time. Before you begin, read the rest of this section to get an idea of what can be done. Then write down all the lines of your statement content before you begin.

If you plan to create statements with side-by-side formats, follow these directions:

- Specify the company ID in the Use Acct Mask for Company field to assign an account mask to your statement content.
- Skip the Company field. Do not define the company in the content; it is selected through the statement layout.
- Use the wildcard character "**?**" for all the account segments, except the main account segment, when specifying the beginning and ending account numbers.

The General Ledger application contains the following sample statement contents:

Content ID	Description
BAL1	Detailed (Balance Sheets)
BAL2	Summary (Balance Sheets)
INC1	Detailed (Income Statements)
INC2	Summary (Income Statements)
RAT1	Ratio Analysis

Detailed statements show the individual accounts. Summary statements show only the major account categories (current assets, current liabilities, and so on). Print the sample statements to find which ones you can use. You can produce both summary and detailed versions of each balance sheet and income statement by producing each layout ID with both content IDs.

When selecting layouts to use, set up the contents so that they use the appropriate account numbers. Account numbers can be suppressed in the layouts to prevent them from appearing on statements.

To print consolidated statements for more than one company, you may want to set up additional statement contents for that purpose.

To use the ratio analysis content RAT1, set up a special memo account in the chart of accounts to hold the number of shares of stock outstanding. Then modify the content of RAT1 to identify the memo account number. The number of shares in that account is used in the ratio analysis to calculate earnings per share.

Use a sample content as it is, copy a sample content and modify it, or use the samples as guides for creating your own contents. Print one of the samples (page 9-21) to use for reference while you read this section.

Previous-Year Files

The current-year and the previous-year files access the same GLSCF (Statement Contents) file. Changes made to statement contents while working with previous-year files also affect current-year files, and changes made to statement contents while working with current-year files also affect previous-year files.

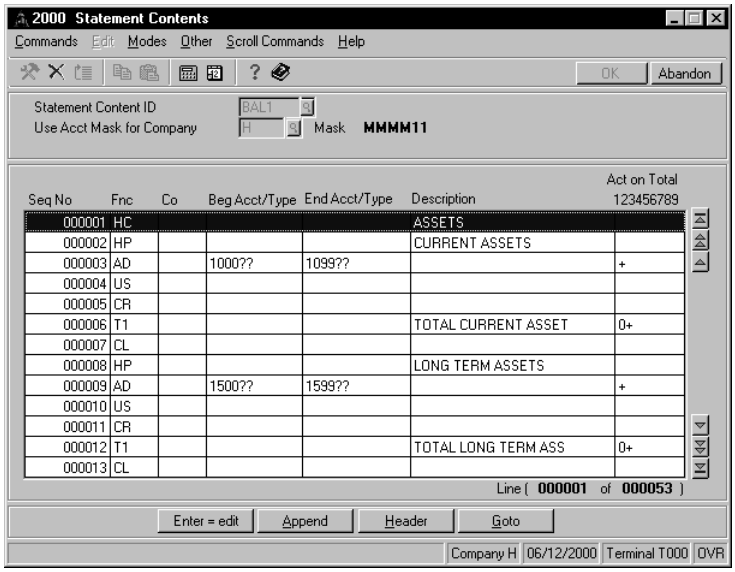
Account Mask

You must assign an account mask to each statement content so that the financial statements will be printed correctly. You must set up separate contents (with the correct account masks) for companies that have different account masks. If you use the same account mask for several companies, you can set up only one content that can be shared by all of them.

If you upgraded to General Ledger version 6.1 from version 4.1x or lower, you must assign an account mask to each existing content that is not already assigned one.

Statement Contents Screen

Select **Statement Contents** from the Statement Maintenance menu. The function screen appears.


2000 Statement Contents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Statement Content ID BAL1
Use Acct Mask for Company H Mask MMMM11
Seq No Fnc Co Beg Acct/Type End Acct/Type Description Act on Total 123456789
000001 HC ASSETS
000002 HP CURRENT ASSETS
000003 AD 1000?? 1099?? +
000004 US
000005 CR
000006 T1 TOTAL CURRENT ASSET 0+
000007 CL
000008 HP LONG TERM ASSETS
000009 AD 1500?? 1599?? +
000010 US
000011 CR
000012 T1 TOTAL LONG TERM ASS 0+
000013 CL
Line (000001 of 000053)
Enter = edit Append Header Goto
Company H 06/12/2000 Terminal T000 OVR

	Field	Description
Inquiry	Statement Content ID	Using only numbers and letters of the same case you used in the Statement Layout function, enter the ID of the statement content you want to work with.
Inquiry	Use Acct Mask for Company	Enter the ID of the company whose mask you want to use for the content. The company's account mask appears in the Mask field.

When you approve the header information, the scroll region and the command bar appear.

Enter = edit, Append, Header, Goto

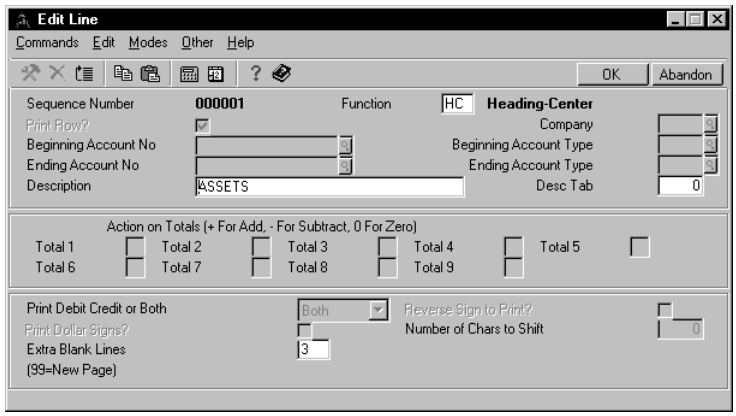
To change information about the line item the prompt is at, press **Enter**. To append a line item, press **A**. Then see **Edit or Append a Line Item** below.

To return to the header portion of the screen, press **H**.

To go to a particular line item, press **G**.

Edit or Append a Line Item

The only differences between the Edit Line and Append line windows are the title and the fact that data appears in the Edit Line window.



Field	Description
Sequence Number	The sequence number identifies each line and specifies the order it will be executed when you run the Statements function. When you add a statement content, the system assigns the sequence numbers.
Function	The function specifies what the line does. When you enter one of these functions, a description of the function appears at the right. See the end of this section for a table illustrating activity and balance results for various periods and quarters.

Field	Description
	Enter **AD** to print each account number and their account balances in the specified range. The actual, budget, or last-year balances and the period(s) that will be printed are determined by the columns in the statement layout. You can enter the balances in one or more of the Total fields at the same time (see the Totals 1–9 field below). The account name will be printed in the description column unless you enter a different description in the Description field. Enter **AS** to add balances of the specified accounts and print the total balances in the appropriate columns. Then enter a description of the line to be displayed in the Description field. Enter **BB** to print the beginning balances for individual accounts for the year. Enter **BD** to list individually the account number and its beginning balance in the specified range. The beginning balance is determined by the As Of When and How Far Back fields in the statement layout. Enter **BS** to add and print the total beginning balances for the specified accounts. Enter **CR** to shift numeric columns of the following lines to the right. Enter **CL** to shift the columns back to the left. Enter the number of spaces to shift the columns in the Number of Chars to Shift field. Because the columns are shifted only if the statement layout allows it, you can use the same statement content with or without the column shift. Enter **ED** to print the individual account numbers and the ending balances in the specified range. Enter **ES** to add and print the total ending balances of the specified accounts.

Field	Description
	Enter **HC** to center a line of text between the margins of the report. The cursor goes directly to the Description field. Enter **HP** to print text in the row specified by the sequence number. The cursor goes to the Description field; the text you enter will be indented from the left margin by the number of spaces you specify in the Desc Tab field. The balances and sums stored in any or all of the nine Totals fields (see the Totals 1–9 field below) will be printed on the statement. To print the amounts that are in a total column, enter **T*n*** (*n* is the total column [1-9]). For example, enter **T1** to print the amounts in the Total 1 column. Text that you enter in the Description field is printed in the Description column. To print the result of a formula in a formula column, print the first total in the formula—that is where the answer is stored. For example, to print the result of the formula T8B/T9B, enter **T8**. Enter **UD** to print a double underline. Enter **US** to print a single underline.
Print Row?	If you want to print the accounts or headings specified on the line, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). You might not want to print a line, for example, if you were using it to store a total used in a calculation that appears somewhere else.
Inquiry Company	You usually specify the company in the statement layout or when you print statements so that you can use the same statement content to print statements for several companies. If you want to specify the company ID at print time, leave this field blank.

Field	Description
	If you always want to use a particular company's balances on this line, enter the company's ID. Then do not specify a company ID at print time. (See page 5-11 for more information.) You can produce consolidated statements for several companies in one of these ways: • Specify two or more company IDs when you print statements. In this case do not specify any company IDs in the statement content. • Set up totals in the statement content. For example, on one line you could put the summaries for a range of accounts for company A, and on the next line, the summaries for a range of accounts for company B. Then on the next line you could total the account summaries for the two companies, using total 3. You could also specify not to print each company summary line so that only the consolidated totals would be printed. If you set up the statement content to consolidate the totals of several companies, do not specify a company ID when you print the statements. (See page 5-11 for more information.)
Beginning/Ending Account No	For functions AD, BD, ED, AS, BS, and ES, specify a range of accounts. You can also specify a range of account types instead of account numbers. You must use an account mask for the content, and you can use question marks as wildcards to select all account segments of an account number for functions AD and AS. For example, if your account mask is MMMM11, the beginning main account number is 1000, your ending main account number is 1999, and you want to include all divisions in this row of the content, enter 1000?? and 1999?? (if your account division mask is in this format). When you print a statement using this content, you can specify a range of divisions to print the statement for.

Note

You can use wildcards for account segments, but not for main account numbers. If you want to be able to select the ranges of segments to print a financial statement for, you must enter **?** in each segment position.

	Field	Description
Inquiry	Beginning/Ending Account Type	Select the account type if you have not selected an account number.
	Description	For functions HC and HP, enter the text to be printed on this line. For functions T1-T9, AS, BS, and ES, enter a description of the summary line (for example, Current Assets). For functions AD, BD, and ED, press **Enter** to skip this field. The name of each account will be printed in the Description column in the report.
	Desc Tab	For functions HP, T1-T9, AD, BD, ED, AS, BB, BS, and ES, enter the number of spaces to indent the description from the left margin.
	Totals 1-9	Use these fields to add or subtract the balances or total amounts on a line in any of the nine totals. If you do not want anything done to a total, do not enter anything in the field. To adjust the total, enter one of these values: **+** increases the totals field by the balances or total amounts calculated from the current line **-** decreases the totals field by the balances or total amounts calculated from the current line **0** sets the total to zero so that you can use the total again later in the statement content

Field	Description
Print Debit Credit or Both	To use only debit accounts, enter **D**. To use only credit accounts, enter **C**. To use all the accounts specified in the range, enter **B**.
Reverse Sign to Print?	Normally a negative sign (-) is printed for all credit balances, regardless of whether the account is a debit or a credit account. If the accounts on this line are normally credit accounts, check the box (or enter **Y** in text mode) so that the debit balances will show a negative sign instead. If this line holds debit accounts, uncheck the box (or enter **N** in text mode).
Print Dollar Signs?	If you want to print dollar signs next to the dollar amounts on this line, check the box (or enter **Y** in text mode). Dollar signs will not be printed unless they are also specified in the numeric format in the statement layout—for example, $####.00. If you uncheck the box (or enter **N** in text mode), dollar signs will not be printed, even if the statement layout calls for them, unless the format is ($####.00)
Number of Chars to Shift	If you specified a CL or CR function, enter the number of characters to shift the numeric columns. Columns will not be shifted unless the statement layout permits it and if there is a blank column to print the shifted characters in.
Extra Blank Lines	Enter the number of lines you want to leave blank after this line is printed. Press **Enter** if you do not want to leave any lines blank, or enter **99** if you want to start a new page after this line. To print a header longer than 30 characters, enter the parts of the header in consecutive lines, and enter -1 in this field. Then in the Desc Tab field above, enter the number of spaces to shift the later parts.

When you save your entries, the cursor returns to the Statement Contents screen. Enter another statement content ID, or exit to the Statement Maintenance menu.

After you add a statement content, produce the Statement Contents List to make sure that everything is correct. Then use the Statements function to test the content with a corresponding layout to make sure that it works properly.

Assign Account Mask to Statement Contents

If you change your company's account mask, you must reassign the account mask to the statement contents the company uses so that the correct mask will be used when financial statements are produced. If you upgraded to General Ledger version 5.21 from version 4.1x or lower, you must assign account masks to the contents that were not previously assigned one.

Reassigning Account Masks

When you reassign the mask for a statement content, a new account mask record is created for the content ID, and all the sequences in the content are updated to use the mask.

For example, if content ABC is assigned to mask MMMM (four characters in the main account segment) and you reassign mask MMMM11 (four characters in the main account segment and two characters in the division segment) to it, the account numbers in the appropriate sequences will be changed from XXXX (where X represents each position in the main account segment) to XXXX?? (where X represents each position in the main account segment and ? represents each position in the division segment).

Notes on Activity and Balance Results

In the following chart, period 8 is used as an example. The result is printed at the bottom of each box.

Activity is defined as the amounts that each period or quarter have. It represents the total transactions for a specified period or quarter.

Balance is defined as the beginning balance plus activity. It represents cumulative transactions at a particular time.

Period or Quarter	Activity Detail or Summary	Balance Detail or Summary	Ending Balance Detail or Summary
Current Pd This Pd Only	Print activity for specified period	Print beginning balance for specified period	Print ending balance for specified period
Result	*period 8 activity*	*period 8 beginning balance*	*period 8 ending balance*
Current Pd QTD	Print QTD activity for specified period	Print beginning balance for quarter the specified period is in	Print ending balance for quarter which equals ending balance for specified period
Result	*period 7 + 8 activity*	*period 7 beginning balance*	*period 8 ending balance*
Current Pd YTD	Print YTD balance as of specified period	Print beginning balance for the year	Print ending balance for the specified period
Result	*period 8 ending balance*	*beginning balance*	*period 8 ending balance*
Prev Pd This Pd Only	Print activity amount for previous period	Print beginning balance for previous period	Print ending balance for previous period
Result	*period 7 activity*	*period 7 beginning balance*	*period 7 ending balance*
Prev Pd QTD	Print QTD activity for the quarter the previous period is in	Print beginning balance for the quarter the previous period is in	Print ending balance for the previous period
Result	*period 7 activity*	*period 7 beginning balance*	*period 7 ending balance*
Prev Pd YTD	Print balance at the end of the previous period	Print beginning balance for the year of the previous period	Print ending balance for the previous period
Result	*period 7 ending balance*	*beginning balance*	*period 7 ending balance*
Prev Qtr This Pd Only	Print activity amount for the same relative period in the previous quarter	Print beginning balance for the same relative period in the previous quarter	Print ending balance for the same relative period in the previous quarter
Result	*period 5 activity*	*period 5 beginning balance*	*period 5 ending balance*
Prev Qtr QTD	Print QTD activity amount for the same relative period in the previous quarter	Print beginning balance for the previous quarter	Print ending balance for the same relative period in the previous quarter
Result	*period 4 + 5 activity*	*period 4 beginning balance*	*period 5 ending balance*
Prev Qtr YTD	Print YTD balance for the same relative period in the previous quarter	Print beginning balance for the year the previous quarter is in	Print ending balance for the same relative period in the previous quarter
Result	*period 5 ending balance*	*beginning balance*	*period 5 ending balance*

Batch Statements

Usually when you print statements, you must specify the statement content and statement layout IDs and the printing parameters for each statement you want to print. However, you can use the Batch Statements function to set up printing parameters for a group of statements in a single record that can be executed through the Statements function.

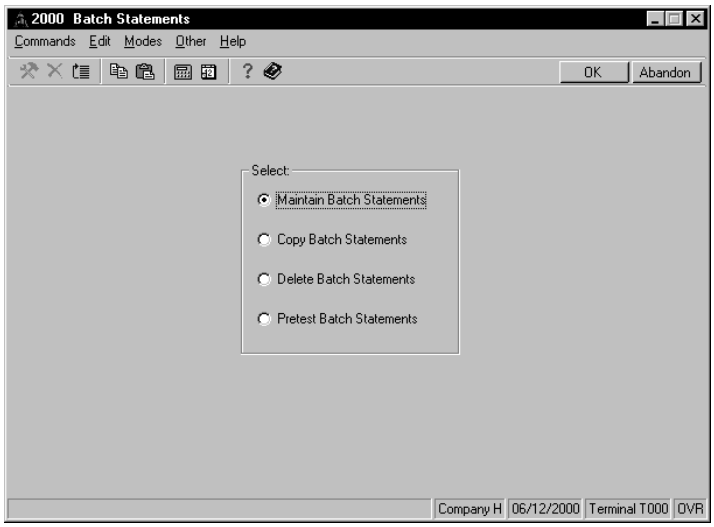
For example, if you print a balance sheet and an income statement for companies A, B and C every month, instead of entering the printing parameters for each statement, you can set up the parameters for each statement in a batch statements record. Then when you use the Statements function, simply enter the batch ID of the group of statements you want to print; the printing parameters appear automatically.

Default Values

The values you enter for each parameter are used when you print statements. If you leave a field blank, you can assign the parameter when you print statements.

Batch Statements Menu

Select **Batch Statements** from the Statement Maintenance menu. The menu appears.



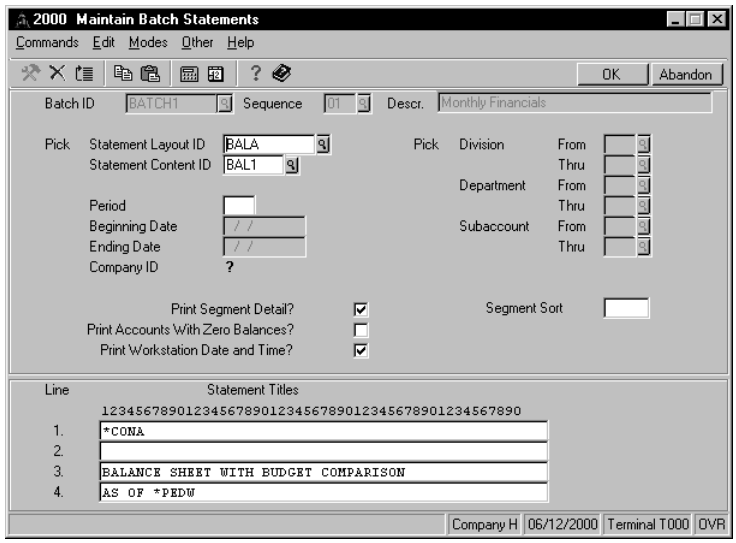
Select the function you want to perform. You can maintain or create batch statements records, copy a batch statements record to another record, delete batch statements records, or pretest batch statements records.

Each of these functions is explained in this section.

Maintain Batch Statements

Use the Maintain Batch Statements function to add or change batch statements records.

When you select **Maintain Batch Statements** from the Batch Statements menu, the function screen appears.



Field	Description
Inquiry Batch ID	Enter the ID of the batch of statements you want to work with.
Inquiry Sequence	The sequence code identifies the order in which the set of printing parameters will be executed when you print statements. Enter the sequence code for this set of parameters, or if you are working with an existing record, enter the sequence code you want to work with.
Desc	Enter a description of the batch statement record.

	Field	Description
Inquiry	Pick Statement Layout/Content ID	Enter the ID of the statement layout and statement contents you want to set up printing parameters for.
	Period (1-13)	If you want to specify the period when you print the statement, leave this field blank. If you want to print the statement for only one period, enter the period.
	Beginning/Ending Date	If you did not enter a period, these fields are skipped. If you entered a period, the beginning and ending dates for that period are displayed from the CNVTxxx (Period Conversion) table in Resource Manager. Press **Enter** to accept the dates, or enter different dates. The system uses the most recent account balances for the selected period, regardless of the dates you enter. If you enter different dates, they will appear in the statement title and footers.
Inquiry	Company ID	If you want to specify the company ID(s) when you print the statement, enter a question mark (**?**). If you want to assign company IDs to the statement (up to 10), enter each company ID. When you are finished assigning company IDs, press **Enter** at a blank Company ID field.
Inquiry	Pick Division/Department/ Subaccount From/Thru	If you are not using one or more of these account number segments, the fields for the unused segment(s) are skipped. If you are using one or more of these account number segments, enter the range of segments you want in the statement. The length of each field relates to the number of characters the segment occupies in your account mask.
	Print Segment Detail?	Check the box (or enter **Y** in text mode) to include the information for each segment in the statement. Uncheck the box (or enter **N** in text mode) to summarize the information for all segments of a main account into the main account number.

Field	Description
Segment Sort	If you are using only one segment in addition to the main account segment, this field is skipped. If you are using two or three segments in addition to the main account segment, enter the order you want the account segments to be organized. For example, if you want them organized first by division, then by department, and then by subaccount, enter 123.
Print Accounts With Zero Balances?	If you always want to include accounts with zero balances when you print the statement, check the box (or enter **Y** in text mode). If you always want to exclude accounts with zero balances when you print the statement, uncheck the box (or enter **N** in text mode).
Print Workstation Date and Time?	If you want the workstation date and time to be listed on the financial statements, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

When you save the batch statement, the cursor returns to the Batch ID field. Press **Enter** to add another sequence number to the same batch ID, enter the next batch ID you want to work with, or exit to the Batch Statements menu.

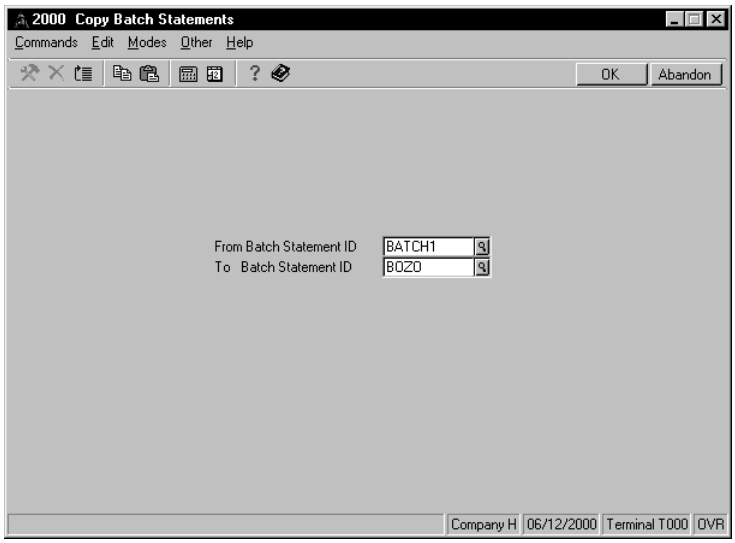
After You Enter Batch Statements

After you have entered a batch statements record, use the Pretest Batch Statements function on the Batch Statements menu (explained later in this section) to test the record so that you do not run into problems when you print the group of statements.

Copy Batch Statements

Use the Copy Batch Statements function to copy one batch statements record to another or to rename a batch statements record.

When you select **Copy Batch Statements** from the Batch Statements menu, the function screen appears.



Inquiry

1. Enter the ID of the batch statements record you want to copy.

2. Using only numbers and capital letters, enter an ID for the new batch of statements.

   If an existing batch statements record has the ID you enter, that record is replaced by the new copy—do not enter the ID of a record you want to keep.

   If the ID you enter is the same as the ID of the record you are copying, an error message appears.

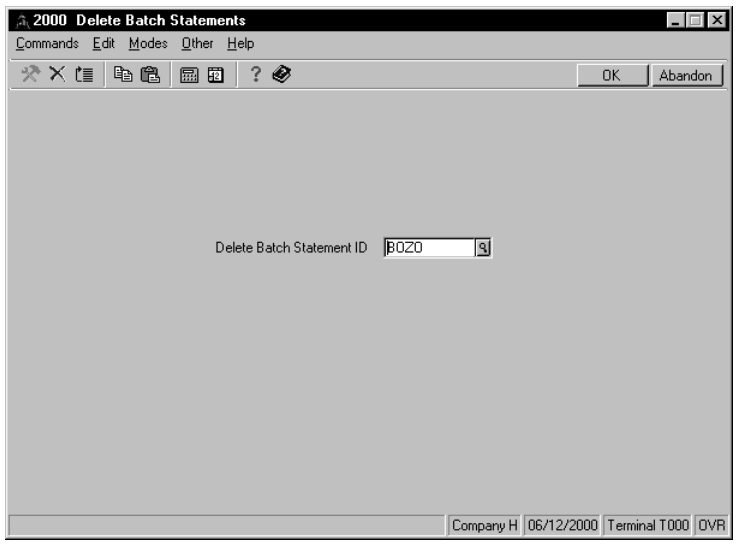
Use the **Proceed (OK)** command to copy the batch statements record. The message **Press any key to continue** appears after the record is copied. Press any key to return to the From Batch Statement ID field.

Enter the next batch statements record you want to copy, or exit to the Batch Statements menu.

Delete Batch Statements

Use the Delete Batch Statements function to delete batch statements records you no longer need. Do not delete records you might modify later.

When you select **Delete Batch Statements** from the Batch Statements menu, the function screen appears.



Inquiry

1. Enter the ID of the batch statements record you want to delete.

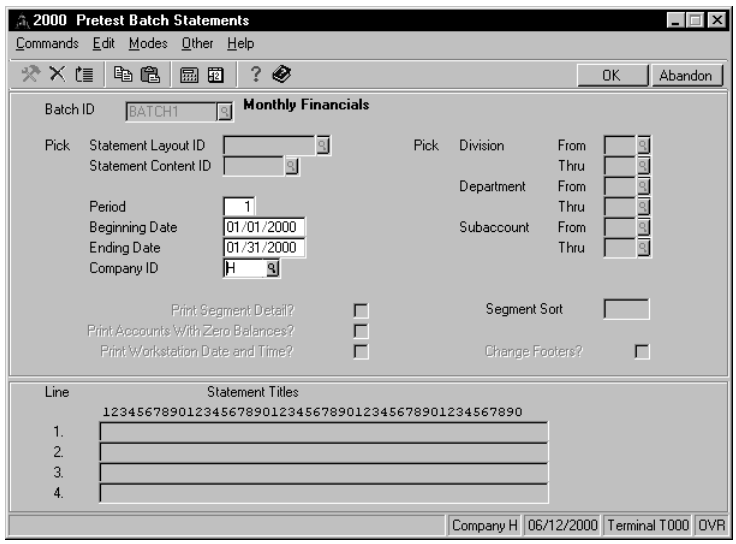
2. Select **Yes** or use the **Delete (F3)** command to confirm that you want to delete the batch statements record. The message **Press any key to continue** appears after the record is deleted. Press any key to return to the Delete Batch Statement ID field.

Enter the next batch statements record ID you want to delete, or exit to the Batch Statements menu.

Pretest Batch Statements

Test batch statements records to make sure that the statements will be executed properly. The Pretest Batch Statements function simulates the Statements function, but instead of producing the statements, it produces a Batch Error List if problems are found. (The Batch Error List messages are listed in appendix A.)

When you select **Pretest Batch Statements** from the Batch Statements menu, the function screen appears.



	Field	Description
Inquiry	Batch ID	Enter the ID of the batch statements record you want to test.
Inquiry	Pick Statement Layout/Content ID	Nothing is displayed in these fields because a batch statements record consists of several combinations of statement layouts and contents.
	Period (1-13)	Enter the period you want to test the record for.

	Field	Description
	Beginning/Ending Date	The beginning and ending dates for the period you entered are displayed from the CNVTxxx (Period Conversion) table in Resource Manager. Press **Enter** to accept the dates, or enter different dates
Inquiry	Company ID	For the statements to which you did not assign company IDs, you can enter up to 20 companies to test the statements for. When you are finished assigning company IDs, press **Enter** at a blank Company ID field.
Inquiry	Pick Division/Department/ Subaccount From/Thru	The division, department, and subaccount ranges assigned to each statement in the batch statements record are displayed.
	Segment Sort	The account segment sort you assigned to each statement in the batch statements record is displayed.
	Statement Titles 1-4	The titles you assigned to each statement in the batch statements record are displayed.

Use the **Proceed (OK)** command to begin testing the batch statements record. If no errors are found, the Batch Statements menu appears.

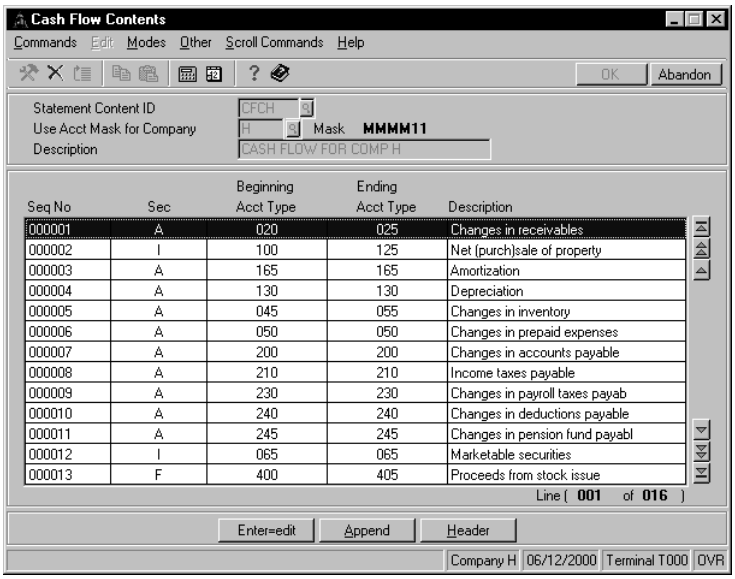
If errors are found, they are printed in the Batch Error List. After the Batch Error List is produced, the Statement Maintenance menu appears.

Cash Flow Contents

Use the Cash Flow Contents function to maintain the statement of cash flow contents. You can specify account types for income, investing activities, financing activities, cash and cash equivalents, and adjustments to reconcile net income to net cash from operating activities.

Cash Flow Contents Screen

Select **Cash Flow Contents** from the Statement Maintenance menu. The function screen appears.


Cash Flow Contents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Statement Content ID CFCH
Use Acct Mask for Company H Mask MMMM11
Description CASH FLOW FOR COMP H
Seq No Sec Beginning Acct Type Ending Acct Type Description
000001 A 020 025 Changes in receivables
000002 I 100 125 Net (purch)sale of property
000003 A 165 165 Amortization
000004 A 130 130 Depreciation
000005 A 045 055 Changes in inventory
000006 A 050 050 Changes in prepaid expenses
000007 A 200 200 Changes in accounts payable
000008 A 210 210 Income taxes payable
000009 A 230 230 Changes in payroll taxes payab
000010 A 240 240 Changes in deductions payable
000011 A 245 245 Changes in pension fund payabl
000012 I 065 065 Marketable securities
000013 F 400 405 Proceeds from stock issue
Line (001 of 016)
Enter=edit Append Header
Company H 06/12/2000 Terminal T000 OVR

	Field	Description
Inquiry	Cash Flow Content ID	Enter the ID of the cash flow content.
Inquiry	Copy From	If you are adding new cash flow contents, you can enter the ID of the content mask you want to copy from.

Field	Description
Use Acct Mask for Company	Enter the ID of the company mask you want to use.
Description	Enter a description for the statement.

Command Line

To change information about a line item, press **Enter**. To append a line item, press **A**. Then see the field descriptions below.

To return to the header portion of the screen, press **H**.

	Field	Description
	Seq No	The sequence number is displayed.
	Sec	Select the section for the current line. Press **A** for adjustment to operations, **I** for investing activities, **F** for financial activities, or **C** for cash.
Inquiry	Beginning Acct Type	Enter the account type you want for the beginning of the statement range.
Inquiry	Ending Acct Type	Enter the account type you want for the end of the statement range.
	Description	Enter a description for the statement.

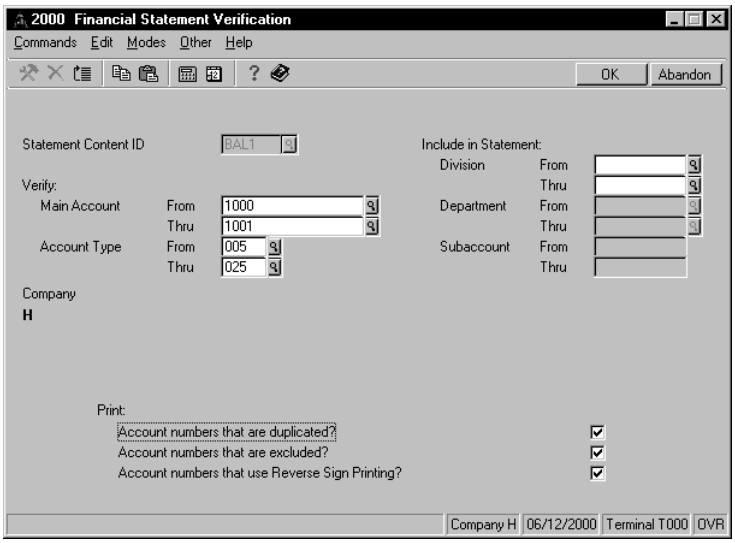
Your work is saved when you exit to the Statement Maintenance menu.

Financial Statement Verification

Use the Financial Statement Verification function to check your statement contents for errors. The function examines the statement contents for duplicated and missing accounts. In addition, the function checks the Reverse Sign to Print flag in the statement contents for credit-balance accounts, and warns you if the flag is not set.

Financial Statement Verification Screen

Select **Financial Statement Verification** from the Statement Maintenance menu. The function screen appears.



	Field	Description
Inquiry	Statement Content ID	Enter the statement content ID you want to verify.
Inquiry	Verify Main Account	Enter the range of main accounts that you want to use to verify that all accounts are included in the content.
Inquiry	Verify Account Type	Enter the range of account types that you want to use to verify that all accounts are included in the content.

	Field	Description
Inquiry	Include in Statement: Division/Department/ Subaccount/Company	Enter the division, department, and subaccount ranges you will use when you print the statement. Then, enter the company IDs for which the statements will be printed. The system uses this information to check for duplicated accounts in the statement.
	Print Account numbers that are duplicated?	If you want the report to list account numbers that appear in the statement more than once, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
	Print Account numbers that are excluded?	If you want the report to list account numbers that are missing from the statement, but are within the verification criteria you entered, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
	Print Account numbers that use Reverse Sign Printing?	If you want the report to list credit balance accounts for which the Reverse Sign to Print flag is not set, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Select the output device for the report.

When the report has been printed, the Statement Maintenance menu appears.

A sample of the Financial Statement Verification Report is shown below.

Financial Statement Verification Report

```
04/11/2001                                                    Page   1
12:36 PM                      Builders Supply
                    Financial Statement Verification
                           Content ID: BAL1

    Account Number 100000   for company H  was duplicated 2 time(s).
    Account Number 100100   for company H  was duplicated 2 time(s).
    Account Number 100500   for company H  was duplicated 2 time(s).
    Account Number 999800   for company H  was excluded from the report.
    Account Number 999900   for company H  was excluded from the report.

End of Report
```

Master File Lists 9

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Recurring Entries List	9-15
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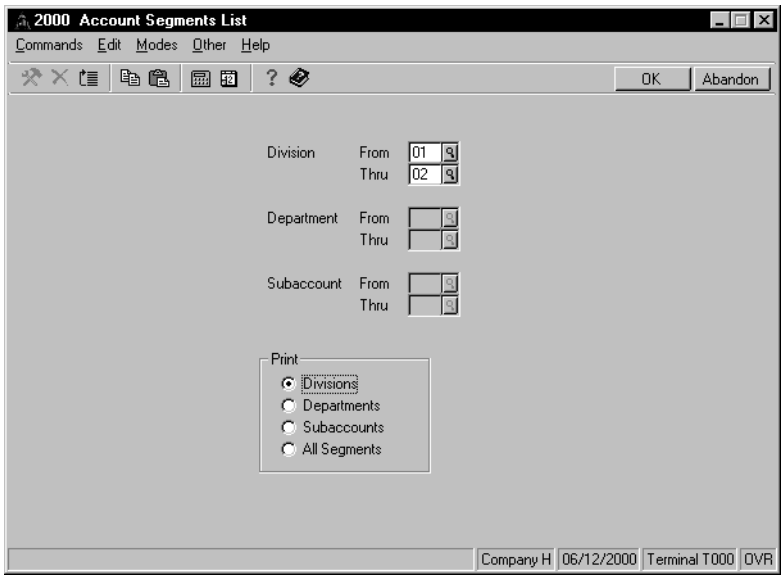
Statement Contents List	9-21
Batch Statements List	9-23
Cash Flow Contents List	9-25
Tables List	9-27

Account Segments List

After you have entered descriptions of all your divisions, departments, and subaccounts, print the Account Segments List to make sure that everything is correct.

Account Segments List Screen

Select **Account Segments List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of divisions for which you want descriptions listed.

Inquiry

2. Enter the range of departments for which you want descriptions listed.

Inquiry

3. Enter the range of subaccounts for which you want descriptions listed.

You can select divisions, departments, and subaccounts only if they have been set up in the account mask.

4. Select the order in which you want to organize the list.

5. Select the output device.

A sample Account Segments List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Account Segments List

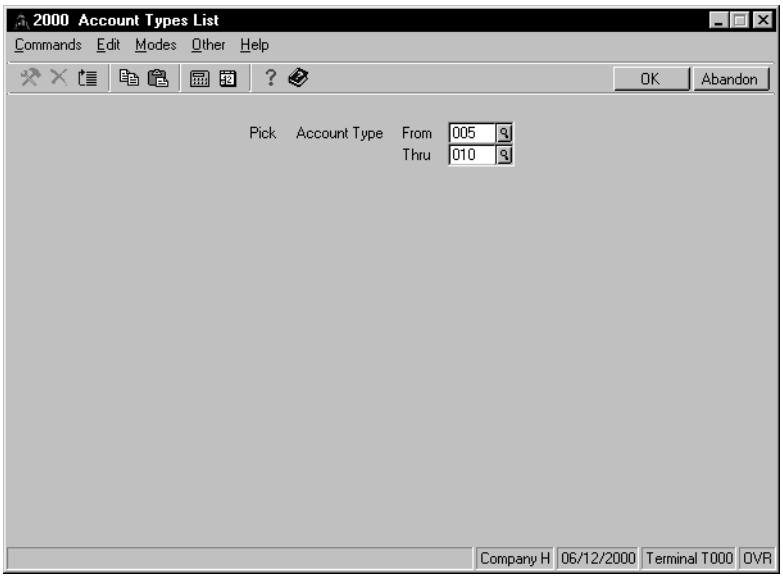
```
04/20/2001      Account Segments List       Page    1
11:07 AM

 Company  Segment  Value  Description
-----------------------------------------------------

 Company H       Account Mask: MMMM11

   H         1     01     Minneapolis
   H         1     02     Dallas
   H         1     03     Oakland

End of Report
```

Account Types List

After you have entered account types, print the Account Types List to verify that your entries are correct.

Account Types List Screen

Select **Account Types List** from the Master Files Lists menu. The function screen appears.



Inquiry

1. Enter the range of account types you want to include in the list.
2. Select the output device.

A sample Account Types List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Accounts Types List

04/11/2001 Builders Supply P
12:36 PM Account Types List

Account Type	Description	Account Class	Acco
005	Cash On Hand	Current Assets	
010	Cash On Deposit	Current Assets	
020	Accounts Receivable	Current Assets	
025	Allowance for Bad Debts	Current Assets	
030	Employee Receivables	Current Assets	
035	Other Receivables	Current Assets	
040	Notes Receivable	Current Assets	
045	Raw Materials and Supplies	Current Assets	
050	Work-in-Process	Current Assets	
055	Finished Goods Inventory	Current Assets	
060	Prepaid Expenses	Current Assets	
065	Marketable Securities	Current Assets	
070	Other	Current Assets	
075	Other	Current Assets	
080	Other	Current Assets	
100	Land	Fixed Assets	
105	Buildings	Fixed Assets	
110	Machinery and Equipment	Fixed Assets	
115	Furniture and Fixtures	Fixed Assets	
120	Motor Vehicles	Fixed Assets	
125	Leasehold Improvements	Fixed Assets	
130	Accumulated Depreciation	Fixed Assets	
135	Other	Fixed Assets	
140	Other	Fixed Assets	
145	Other	Fixed Assets	
150	Other	Fixed Assets	
155	Other	Fixed Assets	
160	Intangible Assets	Other Assets	
165	Accumulated Amortization	Other Assets	
170	Other	Other Assets	
175	Other	Other Assets	

End of Report

Chart of Accounts List

After you have entered the accounts for a company, list the chart of accounts to make sure that you entered all the accounts. You can also use it as a reference when you set up recurring entries, enter transactions, and so on.

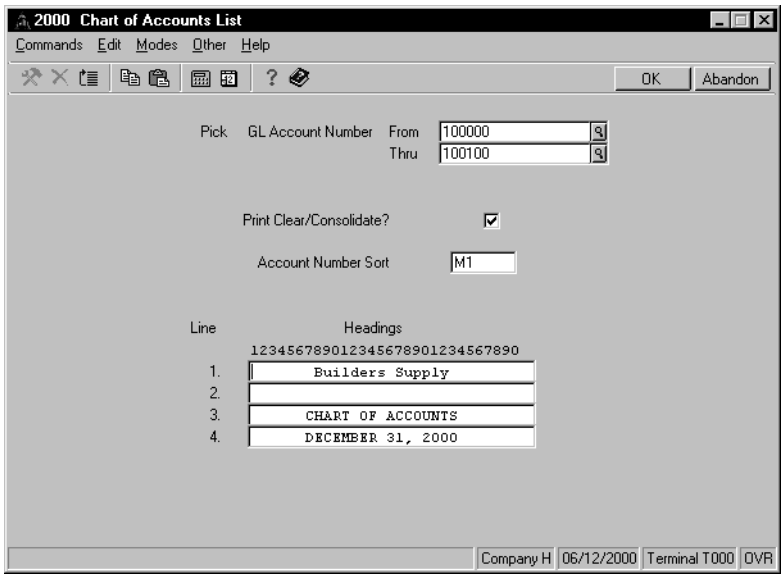
Interfaced Applications

If General Ledger is interfaced with another application, make sure that the other application's account numbers in the tables and records that affect General Ledger match the proper accounts in the ledger. If they do not, the journal entries from the other applications will not get posted correctly.

Use the hard copy of the chart of accounts as a reference, and see the appropriate user's manual for your other OSAS applications to learn how to interface them with General Ledger.

Chart of Accounts List Screen

Select **Chart of Accounts List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of GL account numbers you want to include in the list.

2. If you want to include the clear-to and consolidate-to accounts and steps in the list, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

   Before clearing and closing at the end of the year, print this list (include clear-to and consolidate-to accounts and steps) to verify that the correct clear-to and consolidate-to accounts and steps are assigned to the appropriate accounts.

3. Enter the order you want the segments of the account numbers to be sorted. The account number sorts are displayed at the bottom of the screen (including user-defined sorts if they are set up for this company).

4. Enter the headings you want to appear at the top of the list.

5. Select the output device.

A sample Chart of Accounts List is at the end of this section.

After the list is produced, the Master Files Lists menu appears.

Accounts Out of Order

If the accounts are not listed in the expected order, refer to the explanation of how the system sorts on page 3-3. You might not have set up the account numbers correctly, the account mask might be wrong, or you might have entered your sort selection incorrectly.

Chart of Accounts List

```
04/11/2001          Builders Supply             Page   1
12:38 PM
Company H          CHART OF ACCOUNTS
                   DECEMBER 31, 2001


GL Account    Description                    CR/DB   Type
-------------------------------------------------------

100000        CASH IN BANK - 1st NATIONAL    DEBIT   010
100100        CASH IN BANK - 2nd NATIONAL    DEBIT   010
100500        PETTY CASH                     DEBIT   005
101000        ACCOUNTS RECEIVABLE            DEBIT   020

 4 ACCOUNTS LISTED


End of Report
```

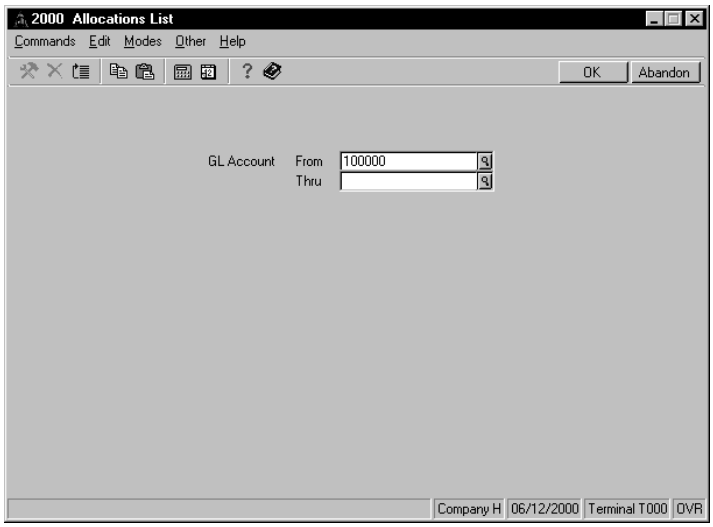
Allocations List

After you have finished setting up the allocation records, produce the Allocations List to make sure that everything is correct and to use as a reference when you enter journal transactions. Print a new list each time you add or change allocation records.

You cannot access this function if you did not elect to use allocations in the Resource Manager Options and Interfaces function.

Allocations List Screen

Select **Allocations List** from the Master File Lists menu. This screen appears.



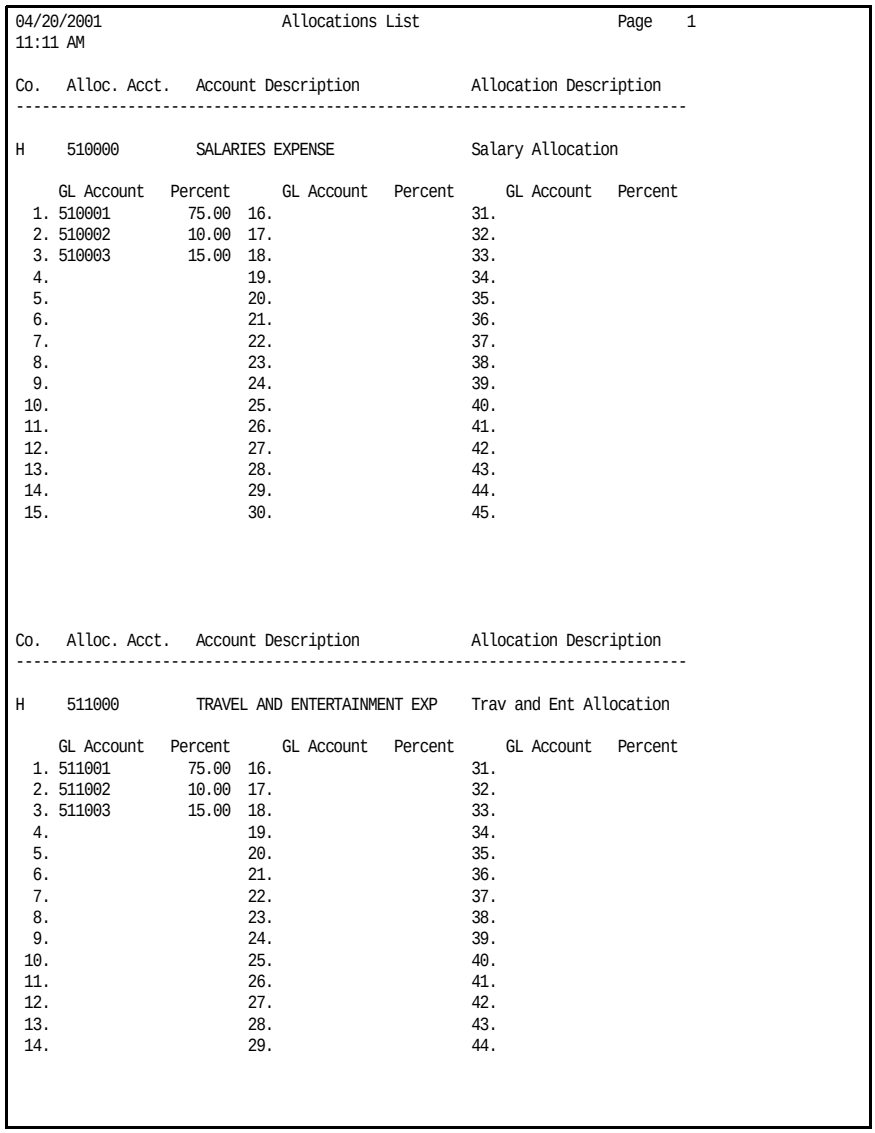
Inquiry

1. Enter the range of GL account numbers you want to include in the list.
2. Select the output device.

A sample Allocations List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Allocations List



```
04/20/2001                    Allocations List                      Page    1
11:11 AM

Co.   Alloc. Acct.   Account Description             Allocation Description
-------------------------------------------------------------------------------

H     510000         SALARIES EXPENSE                Salary Allocation

     GL Account   Percent      GL Account   Percent      GL Account   Percent
  1. 510001         75.00  16.                        31.
  2. 510002         10.00  17.                        32.
  3. 510003         15.00  18.                        33.
  4.                       19.                        34.
  5.                       20.                        35.
  6.                       21.                        36.
  7.                       22.                        37.
  8.                       23.                        38.
  9.                       24.                        39.
 10.                       25.                        40.
 11.                       26.                        41.
 12.                       27.                        42.
 13.                       28.                        43.
 14.                       29.                        44.
 15.                       30.                        45.




Co.   Alloc. Acct.   Account Description             Allocation Description
-------------------------------------------------------------------------------

H     511000         TRAVEL AND ENTERTAINMENT EXP    Trav and Ent Allocation

     GL Account   Percent      GL Account   Percent      GL Account   Percent
  1. 511001         75.00  16.                        31.
  2. 511002         10.00  17.                        32.
  3. 511003         15.00  18.                        33.
  4.                       19.                        34.
  5.                       20.                        35.
  6.                       21.                        36.
  7.                       22.                        37.
  8.                       23.                        38.
  9.                       24.                        39.
 10.                       25.                        40.
 11.                       26.                        41.
 12.                       27.                        42.
 13.                       28.                        43.
 14.                       29.                        44.
```

Recurring Entries List

After you have finished setting up the recurring entries, list them to make sure that everything is correct and to use as a reference when you copy recurring entries to the GLJRxxx (Journal) file. Print a new list each time you add or change recurring entries.

Recurring Entries List Screen

Select **Recurring Entries List** from the Master File Lists menu. The function screen appears.

1. Enter the range of run codes for which you want to list recurring entries.
2. Select the order in which you want to organize the list.
3. Select the output device.

A sample Recurring Entries List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Notes on the Recurring Entries List

The source code for each entry is RE. This code is automatically assigned to all recurring entries.

Each entry has a unique reference number.

All entries have the same run code, which means that the company has only one group of recurring entries.

Recurring Entries List

04/11/2001 Recurring Entries List Page 1
12:39 PM

Reference	Description	Source	GL Account	Run Code	Cash Flow	Debit	Credit
10000001	DEPRECIATION - FURN & FIX	RE	153500	1	Y		4,405.77
10000002	DEPRECIATION - FURN & FIX	RE	521000	1	Y	4,405.77	
10000003	DEPRECIATION - AUTOS	RE	154500	1	Y		2,621.07
10000004	DEPRECIATION - AUTOS	RE	521000	1	Y	2,621.07	
10000005	AMORTIZATION - GOODWILL	RE	181000	1	Y		5.58
10000006	AMORTIZATION - GOODWILL	RE	531000	1	Y	5.58	
					TOTAL	7,032.42	7,032.42

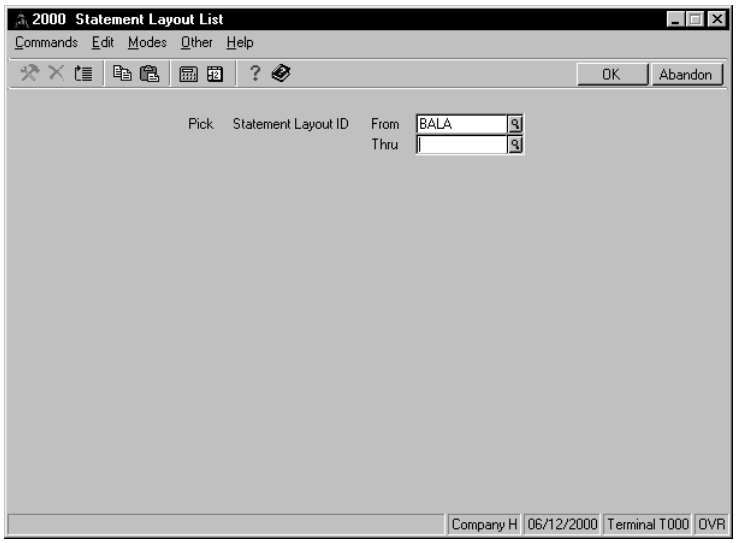
End of Report

Statement Layout List

To make sure that everything in a statement layout is correct, produce a hard copy of each new statement layout.

Statement Layout List Screen

Select **Statement Layout List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of statement layout IDs you want to include in the list.
2. Select the output device.

A sample Statement Layout List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Statement Layout List

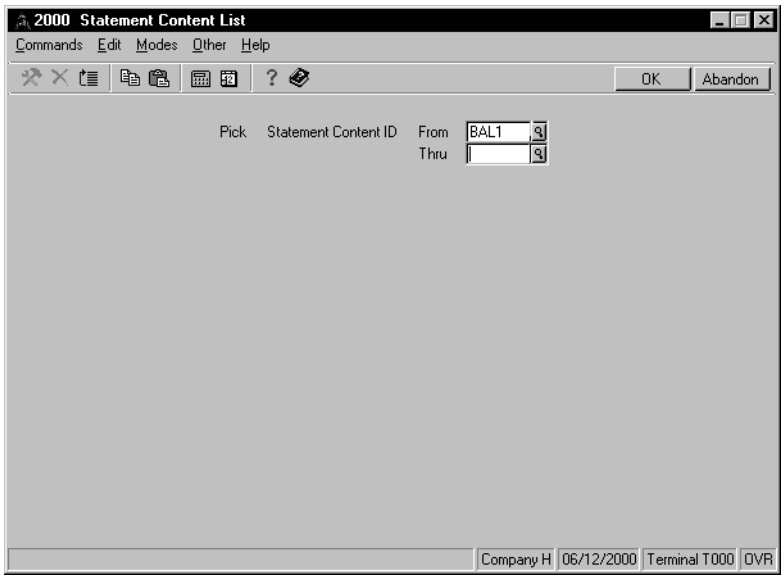
```
04/11/2001                          Statement Layout List                          Page  1
12:39 PM

Statement ID: BALA

Title   :       1: *CONA                                        Print Page #: YES
                 2:                                              Extra Lines :  2
                 3: BALANCE SHEET WITH BUDGET COMPARISON         Allow Shift : NO
                 4: AS OF *PEDW

Footer  :       1:                                              Start Line  :  56
                 2:
                 3:
                 4: UNAUDITED

Column A: Heading  1: ACCT                  What       1  Account No.      Addnl. Spacing:  2
                   2:   NO                                                 Printing Col.: YES
                   3:
            Format   : XXXXXXXXXX

Column C: Heading  1:   DESCRIPTION         What       2  Description      Addnl. Spacing:  2
                   2:                                                    Printing Col.: YES
                   3:
            Format   : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Column E: Heading  1:       CURRENT         What       3  Actual           Addnl. Spacing:  2
                   2:          YEAR         As of When  : 1  Current Period Printing Col.: YES
                   3:                       How Far Back: 3  Year-To-Date
              Company
               Format   : (##########.00)    Scaling     : 1                    Year:

Column G: Heading  1:                       What       4  CY Budget        Addnl. Spacing:  2
                   2:       BUDGET          As of When  : 1  Current Period Printing Col.: YES
                   3:                       How Far Back: 3  Year-To-Date
              Company
               Format   : (##########.00)    Scaling     : 1                    Year:

04/11/2001                          Statement Layout List                          Page  2
12:39 PM

Statement ID: BALA

   Example
---------------------------- Top of Page ----------------------------------------
                          <-------Company Name------->
```

Statement Contents List

To make sure that everything in a statement content is correct, produce a hard copy of each new statement content.

Statement Contents List Screen

Select **Statement Contents List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of statement content IDs you want to include in the list.
2. Select the output device.

A sample Statement Contents List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Statement Contents List

04/20/2001 Statement Contents List Page 1
11:14 AM
Statement Contents ID: BAL1
Account Mask: MMMM11

Sequence Number	Fnc.	Co.	Beginning Acct./Type	Ending Acct./Type	Description	Tab	Actions on Totals 1 2 3 4 5 6 7 8 9	Print $	Print Row	DB/CR Only	Reverse Sign	Extra Lines
000001	HC				ASSETS	0			YES			3
000002	HP				CURRENT ASSETS	0			YES			0
000003	AD		1000??	1099??	From GL	2	+	NO	YES	BOTH	NO	0
000004	US					0			YES			0
000005	CR				Columns Right 15	15						0
000006	T1				TOTAL CURRENT ASSETS	4	0 +	NO	YES	BOTH	NO	1
000007	CL				Columns Left 15	15						0
000008	HP				LONG TERM ASSETS	0			YES			0
000009	AD		1500??	1599??	From GL	2	+	NO	YES	BOTH	NO	0
000010	US					0			YES			0
000011	CR				Columns Right 15	15						0
000012	T1				TOTAL LONG TERM ASSETS	4	0 +	NO	YES	BOTH	NO	1
000013	CL				Columns Left 15	15						0
000014	HP				OTHER ASSETS	0			YES			0
000015	AD		1800??	1899??	From GL	2	+	NO	YES	BOTH	NO	0
000016	US					0			YES			0
000017	CR				Columns Right 15	15						0
000018	T1				TOTAL OTHER ASSETS	4	0 +	NO	YES	BOTH	NO	0
000019	US					0			YES			1
000020	CL				Columns Left 15	15						0
000021	CR				Columns Right 30	30						0
000022	T2				TOTAL ASSETS	4	0	NO	YES	BOTH	NO	0
000040	CR				Columns Right 15	15						0
000041	T2				TOTAL LIABILITIES	4		NO	YES	BOTH	YES	2
000042	CL				Columns Left 15	15						0
000043	HP				STOCKHOLDERS EQUITY	0			YES			0

Key to Functions

AD - Print Account Detail	T1 - Print Total No. 1	T6 - Print Total No. 6	CR - Shift Columns Right
AS - Print Account Summary	T2 - Print Total No. 2	T7 - Print Total No. 7	CL - Shift Columns Left
BD - Print Beg. Balance Detail	T3 - Print Total No. 3	T8 - Print Total No. 8	US - Single Underscore
BS - Print Beg. Balance Summary	T4 - Print Total No. 4	T9 - Print Total No. 9	UD - Double Underscore
ED - Print End Balance Detail	T5 - Print Total No. 5		HP - Print Heading
ES - Print End Balance Summary	BB - Print Beg. Bal. of Year		HC - Center Heading

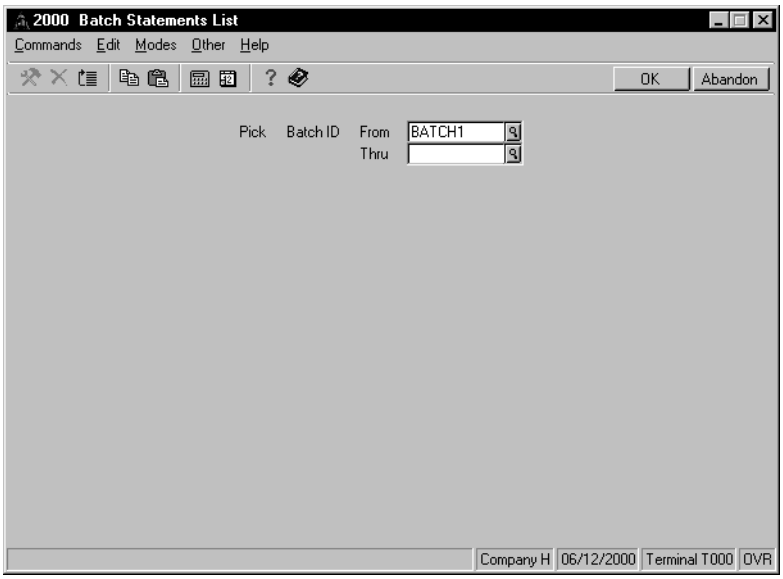
End of Report

Batch Statements List

When you need to see the contents of a batch statements record, print the Batch Statements List.

Batch Statements List Screen

Select **Batch Statements List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of batch statement IDs you want to include in the list.
2. Select the output device.

A sample Batch Statements List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Batch Statements List

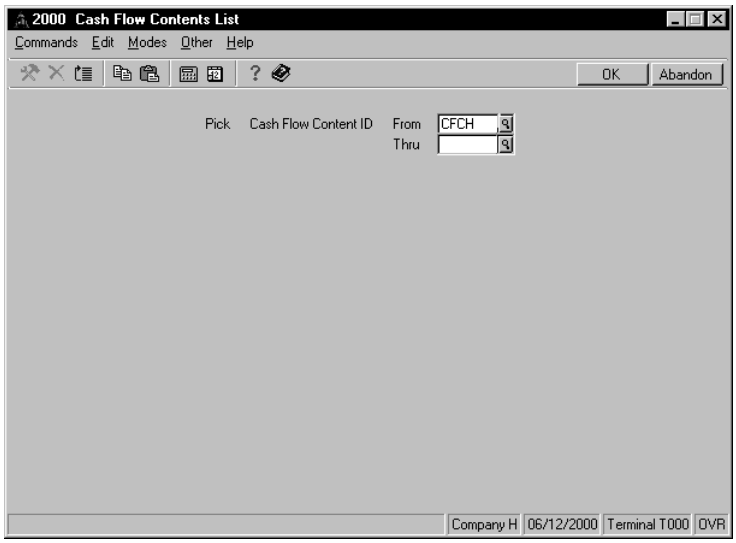
```
04/11/2001                                  Batch Statements List                                  Page  1
12:40 PM
Batch Statement ID: BATCH1 - Monthly Financials

Batch    Statement      Begin/End   Segment   Zero                        Statement Title Lines
Seq.   Layout Content   Per. Dates  Det. Sort Bal.     From   Thru      Statement Footer Lines
-------------------------------------------------------------------------------------------------

01     BALA   BAL1                  YES       NO     Div.                1. *CONA
                                                    Dep.                2.
                                                    Sub.                3. BALANCE SHEET WITH BUDGET COMPARISON
     Company ID: Print-Time                         Date/Time: YES      4. AS OF *PEDW
                                                                        1.
                                                                        2.
                                                                        3.
                                                                        4.

02     INCA   INC1                  YES       NO     Div.                1. *CONA
                                                    Dep.                2.
                                                    Sub.                3. INCOME STATEMENT WITH BUDGET COMPARISON
     Company ID: Print-Time                         Date/Time: YES      4. FOR THE PERIOD FROM *PBDW THROUGH *PEDW
                                                                        1.
                                                                        2.
                                                                        3.
                                                                        4.

03     RATA   RAT1                  YES       YES    Div.                1. *CONA
                                                    Dep.                2.
                                                    Sub.                3. RATIO ANALYSIS
     Company ID: Print-Time                         Date/Time: YES      4. AS OF *PEDW
                                                                        1.
                                                                        2.
                                                                        3.
                                                                        4.

End of Report
```

Cash Flow Contents List

After you have finished setting up the cash flow contents, list them to make sure that everything is correct and to use as a reference. You should print a new list each time you add or change cash flow contents.

Cash Flow Contents List Screen

Select **Cash Flow Contents List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of cash flow content IDs you want to include in the list.
2. Select the output device.

A sample Cash Flow Contents List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Cash Flow Contents List

04/20/2001 Statement Contents List Page 1
11:14 AM
Statement Contents ID: BAL1
Account Mask: MMMM11

Sequence Number	Fnc.	Co.	Beginning Acct./Type	Ending Acct./Type	Description	Actions on Totals Tab	1 2 3 4 5 6 7 8 9	Print $	Row	DB/CR Only	Reverse Sign	Extra Lines
000001	HC				ASSETS	0		YES				3
000002	HP				CURRENT ASSETS	0		YES				0
000003	AD		1000??	1099??	From GL	2	+	NO YES	BOTH	NO		0
000004	US					0		YES				0
000005	CR				Columns Right 15	15						0
000006	T1				TOTAL CURRENT ASSETS	4	0 +	NO YES	BOTH	NO		1
000007	CL				Columns Left 15	15						0
000008	HP				LONG TERM ASSETS	0		YES				0
000009	AD		1500??	1599??	From GL	2	+	NO YES	BOTH	NO		0
000010	US					0		YES				0
000011	CR				Columns Right 15	15						0
000012	T1				TOTAL LONG TERM ASSETS	4	0 +	NO YES	BOTH	NO		1
000038	US					0		YES				1
000039	CL				Columns Left 15	15						0
000040	CR				Columns Right 15	15						0
000041	T2				TOTAL LIABILITIES	4		NO YES	BOTH	YES		2
000042	CL				Columns Left 15	15						0
000043	HP				STOCKHOLDERS EQUITY	0		YES				0

Key to Functions

AD - Print Account Detail	T1 - Print Total No. 1	T6 - Print Total No. 6	CR - Shift Columns Right
AS - Print Account Summary	T2 - Print Total No. 2	T7 - Print Total No. 7	CL - Shift Columns Left
BD - Print Beg. Balance Detail	T3 - Print Total No. 3	T8 - Print Total No. 8	US - Single Underscore
BS - Print Beg. Balance Summary	T4 - Print Total No. 4	T9 - Print Total No. 9	UD - Double Underscore
ED - Print End Balance Detail	T5 - Print Total No. 5		HP - Print Heading
ES - Print End Balance Summary	BB - Print Beg. Bal. of Year		HC - Center Heading

End of Report

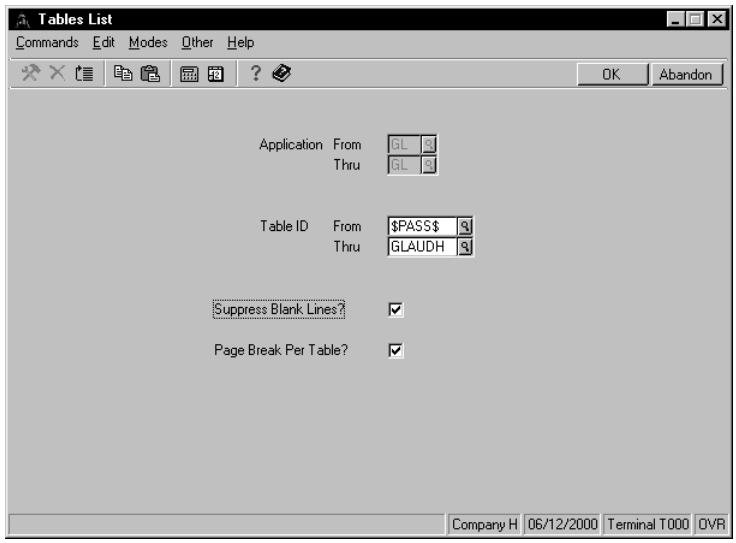
Tables List

The Tables List shows the number of columns, column length and type, and data for General Ledger tables.

Use the Tables List to keep records and verify the contents of the General Ledger tables you are using.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



The default in the Application From/Thru fields is GL. You cannot produce a Tables List for other applications from this function in General Ledger. To produce a Tables List for another application, see the appropriate user's manual or the *Resource Manager User's Manual*.

Inquiry

1. Enter the range of table IDs you want to include in the list.

2. If you want blank lines to be printed in the list, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. If you want a page break after each table (that is, each table printed on its own page), check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. Select the output device.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

```
04/11/2001                    Builders Supply                    Page    1
12:41 PM                        Tables List
                               General Ledger

  Table ID $PASS$     Description
  No. of Columns   2  Column Length   12    Type  A

 FUNCTION     PASSWORD
 ------------ ------------
 FORCED BAL.  OVERRIDE



04/11/2001                    Builders Supply                    Page    2
12:41 PM                        Tables List
                               General Ledger

  Table ID GLAUDH     Description
  No. of Columns   1  Column Length   30    Type  A


 ------------------------------
        Builders Supply

      AUDIT TRIAL BALANCE
       December 31, 1999



04/11/2001                    Builders Supply                    Page    3
12:41 PM                        Tables List
                               General Ledger

  Table ID GLCHAH     Description
  No. of Columns   1  Column Length   30    Type  A


 ------------------------------
        Builders Supply

       CHART OF ACCOUNTS
       DECEMBER 31, 1999


End of Report
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Account *xxxxxx* is a Memo Account—Cannot post to a memo account.

You cannot post transactions to a memo account.

Account is not in Master.

See **Account Number is not on file**.

Account Mask File *xxxxxx* for company *xxx* is not found.

The GLMSK (Account Mask) file is not set up for the company you are trying to print a statement for.

Account Mask for company *xxx* is not found.

The account mask is not on file for the company you entered. Enter a different company ID, or exit from the function and set up the mask for the company. Then try again to set up the statement content.

Account Mask is not defined for this company.

The account mask is not set up for the company that is shown in the message. Exit from the function and set up the mask for the company. Then try printing the statement(s) again.

Account Number is not on file.

The account number you entered is not in the GLMAxxx (Master) file. Enter a different account number, use the **Inquiry** (**F2**) command to look up and select an account number from the list that appears, or exit from the function and add the account number to the GLMAxxx file.

Account Number is not the proper length.

The account you entered is in the wrong format. Use the format shown in the message when you reenter the account.

Accounts file GLMAxxx for Company *xxx* is not found.

The GLMAxxx (Master) file does not exist for the company that is shown in the message. You cannot print statements for the company until you have set up its chart of accounts.

If this message appears when you are trying to consolidate companies through statements, verify that the current year is the same for all companies.

Allocations are not on file for this account.

The account from which you are trying to copy allocations does not have any allocations set up. Enter a different account number, or use the **Inquiry** (**F2**) command to look up and select the account from the list that appears.

A question mark (?) is not allowed in the Account Number.

Because the Statement Contents function allows question marks as wildcard characters in account segments, you cannot use question marks in your account numbers.

BASIC ERROR = *nn* LINE = *nnnn* PROGRAM = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Batch ID *xxxxxx* exists. Do you want to overwrite it?

The batch ID to which you are copying a batch statement record already exists. If you want to overwrite the existing record, select **Yes** (or enter **Y** in text mode). If you do not want to overwrite it, select **No** (or enter **N** in text mode); then enter a different batch ID.

Batch ID *xxxxxx* is not on file.

The batch ID is not on file. Enter a different ID, or use the **Inquiry** (**F2**) command to look up and select an ID from the list that appears.

Cannot find *xxxxxx* files for this company.

No files for the year are specified for this company. Use the Create Last-Year Data function (see page 6-5) to create last-year files for the company, or use the **Setup** (**F9**) command to access available year files.

Cannot find last-year Master file for Company *xxx*.

A last-year GLMAxxx (Master) file does not exist for the company. You cannot use this function for the company until you have created last-year data files.

Cannot print this Report Definition for this period!

The system cannot print the statement because the statement layout you selected specifies information that conflicts with the current period. Here are the situations in which this could happen:

- The current period is 13 and the As Of When field in the statement layout specifies *Previous Quarter*. Because period 13 is not part of a quarter, the system does not know what the previous quarter is.
- The current period is 13 and the How Far Back field in the statement layout specifies *Quarter-To-Date*. Because period 13 is not part of a quarter, there cannot be any quarter-to-date information for period 13.

- The current period is 1, the As Of When field in the statement layout specifies *Previous Period*, and the What Is In The Column field specifies *Not Actual*. This situation asks for budget and last-year balances for the previous year, which the system no longer has available.

- The current period is 1, 2, or 3; the As Of When field in the statement layout specifies *Previous Quarter*; and the What Is In The Column field specifies *Not Actual*. Again, this situation asks for budget and last-year balances for the previous year, which the system no longer has available.

Use a different statement layout ID for printing the statement.

Chart of Accounts for company *xxx* not found.

The GLMAxxx (Master) file does not exist for the company that is shown in the message. You cannot print statements for the company until you have set up its chart of accounts.

Company *xxx* Account Mask is not compatible with Content *xxxx* Account Mask.

The company's account mask is different from the mask that is set up for the statement content. You can use the statement content for the company if you reassign the account mask in the statement content to the companies for which you are printing the statement.

Company *xxx* is not on file.

The company you entered is not set up.

Content and layout have no company-specific entries for consolidation.

A company must be specified before printing. No ID was specified in the content or layout that is being used. The companies you are printing the consolidated statement for are not the ones assigned to the statement content/layout. Enter the company IDs set up in the content/layout, or leave the Company ID field blank.

Content ID *xxxx* is not on file.

The statement content ID is not on file. Enter a different ID, or use the **Inquiry** (**F2**) command to look up and select an ID from the list that appears.

Enter '?' for print-time substitutions.

If you want to identify the company when you print the statement, enter a question mark. If you want to assign specific companies (up to ten), enter each company ID.

General Ledger data files are not set up for company *xxx*.

You have not created General Ledger data files for the specified company, so you cannot copy accounts to or from it.

Invalid entry. Destination balances cannot be the same as source balances.

When you copy account balances, you cannot enter the same balance type at both the Copy Account Balances In and the Copy Account Balances To fields.

Invalid entry. The Department overlaps the Division.

The starting position and length of the department segment makes it overlap the division segment you defined. Change the starting position or length of the department segment or the division segment.

Invalid entry. The Department overlaps the Main Account Number.

The starting position and length of the department segment makes it overlap the main account number segment you defined. Change the starting position or length of the department segment or the main account number segment.

Invalid entry. The Division overlaps the Main Account number.

The starting position and length of the division segment makes it overlap the main account number segment you defined. Change the starting position or length of the division segment or the main account number segment.

Invalid entry. The Subaccount overlaps the Department.

The starting position and length of the subaccount segment makes it overlap the department segment you defined. Change the starting position or length of the subaccount segment or the department segment.

Invalid entry. The Subaccount overlaps the Division.

The starting position and length of the subaccount segment makes it overlap the division segment you defined. Change the starting position or length of the subaccount segment or the division segment.

Invalid entry. The Subaccount overlaps the Main Account number.

The starting position and length of the subaccount segment makes it overlap the main account number segment you defined. Change the starting position or length of the subaccount segment or the main account number segment.

Invalid Period Conversion table.

The CNVTxxx table is not built properly. Use the Period Setup function in Resource Manager to make adjustments.

Layout ID *xxxxxx* is not on file.

The statement layout ID is not on file. Enter a different ID, or use the **Inquiry** (**F2**) command to look up and select an ID from the list that appears.

Leave blank for print time substitution.

Leave this field blank if you want the system to insert the information entered at print time.

Maximum number of lines has been reached. You cannot insert.

You cannot insert a line item because the transaction already has 998 line items.

Missing period conversion table.

You must set up the CNVTxxx table before you can print statements. See the *Resource Manager's User's Manual*.

Must use each of these characters only once: 1, 2 and 3.

When you select the sequence to sort the account segments, you can enter each account segment character only once.

Note: You must Post to Master for period *xx* after Clear and Close.

After you finish clearing and closing accounts, you must post the closing entries.

No transactions are on file.

No transactions are on file for the account for this period.

Percentages do not equal 100.00.

The allocation percentages must equal 100 before you can save the record.

Period 13 is not defined in the Period Conversion table.

You cannot print the statement for period 13 because period 13 was not set up in the Period Setup function in Resource Manager.

Recurring entries are out of balance.

The total credits do not equal the total debits for the specified run code. Make sure that you did not use the same reference for the debit and credit portions of the same entry.

Report is too wide. You must increase the 123 Cell No in Workstation Defaults.

The definition of the statement layout you are trying to print to a worksheet (.WKS) file is too wide for the workstation default. Use the Defaults function on the Resource Manager Workstation Configuration menu to increase the value in the 123 Cell No field (see the *Resource Manager User's Manual*).

Source code must be Mx, R1, or RE.

The source code of the entry must be *Mx*, *R1* or *RE*.

Statement is too wide for the printer or file.

The statement you are trying to produce is too wide for your printer or it is too wide to save to a file.

The Account Mask is missing for this company.

You cannot use the GL Accounts or the Account Budgets function until you define the account mask for the company.

The value must be between 1 and *n*.

You must enter a value within the range shown in the message.

There are no unposted entries to edit.

No unposted entries are on file to edit.

Unable to create sort file.

The segment is unable to create the sort file for sorting account segments. Get help from a support technician.

Use account format MMMM112233.

You must enter general ledger accounts in the format shown.

Warning! Changing this code may result in inaccurate financial reports.

If you change an account type, make sure that you have closed the balances of the credit or debit account to another account. If you have not, the ledger will get out of balance.

Warning! Current journal entries do not balance.

The balance of the credits and debits in the GLJRxxx (Journal) file does not equal zero. Enter or edit the necessary offsetting transaction(s) to reduce the balance to zero; or enter the forced-balance password, exit, and find out what went wrong as soon as possible.

Warning! This is not a Manual, Recurring, or Reversing entry.

You should not edit a transaction that has been posted to the GLJRxxx (Journal) file from another application such as Accounts Payable/Purchase Order. If you do not have the correct transaction, change the entry number. If you want to edit the transaction, ignore the message.

Wildcards are only valid when using an Account Mask.

You can use wildcard characters only if you assigned an account mask to the statement content.

YTD balance is not zero.

The year-to-date balance of the account you are trying to delete is not zero. Use the Transactions function (see page 4-3) to close the account balance to another account. Then delete the account.

Common Questions B

These commonly asked questions about the General Ledger system are divided into the following categories: Journal Entries, Reports and Statements, Period End, Closing, and Accounts.

Journal Entries

I made a mistake on some journal entries. What should I do?

If you have not posted the entries to the GLMAxxx (Master) file, use the Edit Transactions function (see page 4-31) to change the entries. You need to know the transaction entry numbers, which are listed in the GL Journal and the GL Activity Report.

If you have posted entries to the GLMAxxx file, make reversing entries to balance the incorrect transactions; that is, enter a credit of the same amount for each wrong debit and vice versa. Use the Description and Reference fields to indicate clearly the transactions you are cancelling.

When the incorrect transactions are reversed, enter the correct ones. Then post to the GLMAxxx file and print the Trial Balance to make sure that the account balances are correct.

Why does the Transactions screen show the wrong accounting period for the date?

The CNVTxxx table is not built correctly. Use the Period Setup function in Resource Manager to correct it.

Remember, if you use a one-week accounting period, you must update the table after you close the books every quarter.

The general ledger entries from my other accounting applications do not show up in the journal when I post them. What happened to them?

You do not have the interface switch set to exchange information with General Ledger, or you do not have the right general ledger account numbers in the tables or files of the application. The posting logs for the other applications should show a **Missing Account** message for transactions that could not be posted to General ledger.

Check the options and interfaces for the applications to make sure that they are interfaced with General Ledger (see the *Resource Manager User's Manual*).

If the applications are interfaced, check the posting totals from the other applications to find out which transactions should have been posted to which accounts. If any of the transactions were lost, use the Transactions function (see page 4-3) to enter them manually into the GLJRxxx (Journal) file.

If a transaction was posted to the wrong account, use the Edit Transactions function (see page 4-31) to enter the correct account number.

Print the GL Activity Report (see page 4-21) for the appropriate period and make sure that all the entries have been made and are correct.

Remember to correct the general ledger account numbers in the other applications' tables or files before you post entries again. If you do not know an account number when you are setting it up, enter the suspense account number instead so that the entries will not get lost. You can reverse the transactions in the suspense account and enter them to the proper accounts anytime before you post to the GLMAxxx (Master) file.

I entered manual journal entries and/or copied recurring entries, but the entries are not listed in the GL Journal or the GL Activity Report. Why not?

You must use the **Write** command in the Transactions function to write the entries to the GLJRxxx (Journal) file before they will be listed in the GL Journal or the GL Activity Report.

Reports and Statements

When I try to print reports and statements, nothing happens. Why is the printer not working?

Make sure that the printer is online (the online indicator is lit) and loaded with paper. If you are still unable to print, try these things:

- Make sure that the printer cable is secure in both sockets.
- Reset the printer (turn it off and on).
- Reboot the computer.

If these things do not work, check the *Resource Manager Installation and Utilities Guide* to make sure that the printer is properly set up for the computer.

When I try to print statements, a message tells me that someone is already printing statements, but no one is. Why do I get this message?

Only one person at a time can print statements. To prevent more than one person at a time from printing statements, the system creates the GLLOCK file.

Normally the system deletes the GLLOCK file when the first person is done printing statements. However, if there was a problem while the statements were being printed—perhaps the system went down or the computer was turned off—the GLLOCK file would still exist. Delete the GLLOCK file from the General Ledger program directory.

How can I print consolidated statements every period?

If all the companies you want to include in the consolidated statements are on the same General Ledger system, you have two options:

- Specify the IDs of all the companies (up to 20) when you print the statements.
- Set up the statement content to consolidate totals for all the companies.

The consolidation will not work unless all companies have the same current year. If the companies you want to consolidate are on different General Ledger systems, use the Consolidate Master Files function (see page 6-21).

Why do all the results of my calculations in statements come out zero or wrong?

You might have tried to print the wrong total. When calculations are made, the result is stored in the first total mentioned in the formula, and that is the total you should print to get the result. For example, if the formula is T8B/T9B, you should use the T8 function to print the results. If you use T9, you will get only the number stored in that total.

If this is not the problem, make sure that the formula is correct. And remember that you must use the AS function to calculate total revenues, sales, and so on for percentages on a line before the first one that contains account balances (see sample statement content INC1).

Why do all the credit balances in my Balance Sheet show up negative—even for credit accounts?

In OPEN SYSTEMS Accounting Software, debit balances are always positive and credit balances are always negative, and credit balances are printed with minus signs. If you want credit balances to be printed without the minus signs, set the Reverse Sign to Print flag in the statement content for those accounts.

In the Income Statements with variance, the deviation is the actual balance minus the budget (or last-year) balance, which means that favorable deviations for revenues are positive, while favorable deviations for expenses are negative. Likewise, percentages above 100 are favorable for revenues and unfavorable for expenses.

Why does one of my statement content IDs not appear in the inquiry window, even though I know it exists?

When you modified the statement content, you may have deleted sequence 01. Only contents that have a sequence 01 will appear in the inquiry window. Use the Statement Contents function (see page 8-23) to copy the content to a different content ID, and specify that the lines should be resequenced; sequence 01 is created, and the ID appears in the inquiry window.

Period End

When should I run the Month-End Maintenance function?

GL Journal entries do not have to be cleared at the end of each month. If you have the disk space, you can keep a fiscal year's worth of entries, which lets you make additional entries and adjustments to any period at any time in a fiscal year.

Run the Month-End Maintenance function only if you are so short of disk space that you cannot keep a journal for the whole year. In this case back up the GLJRxxx (Journal) file and then erase the Journal for the periods you no longer need. Then use the Resource Manager File Rebuild/Verify function to reduce the size of the GLJRxxx file.

I like to see how my capital is growing every period. Do I have to close the books to retained earnings every month?

You should not close the books except at the end of the fiscal year (or quarter if your accounting period is one week instead of one month). Use the statement content to see the current position of your retained earnings or other capital account in your monthly Balance Sheet.

Set up the statement content to accumulate the net income and dividends paid with the retained earnings in one of the Total fields (say, Total 7). Then you can use the T7 function to print the latest retained earnings on a separate line. The effect will be to add the income to the capital and subtract the dividends (since dividends paid is a debit account).

Closing

Why didn't the income statements clear when I ran the Clear and Close Last Year function?

You have to use the GL Accounts function (see page 7-15) to enter the clearing account and step for every revenue and expense account *before* you run the Clear and Close Last Year function.

Why were the transaction entry numbers not reset when I closed the books?

When you used the Create Last-Year Data function, you did not elect to reset the current-year journal entry numbers to one.

Can I update the current-year account balances with last year's adjusting entries without clearing and closing?

You can update the current-year account balances only by using the Update Current Year function (see page 6-15).

Accounts

How do I close a single account to another one? Can I use the Clear and Close Last Year function?

Use the Clear and Close Last Year function only when you are ready to close the books at the end of the year. To close a single account to another account, enter a transaction that offsets the balance, and enter the offsetting transaction to the account to which you want to close it.

Can I change an account number?

You can change an account number using the Change Fields function (see page 7-47) on the File Maintenance menu.

I have a new company that uses the same chart of accounts as a company already on the system. Do I have to enter all the accounts one by one?

No. You can use the Copy Chart of Accounts function (see page 7-25) to copy from one company to another.

Glossary C

account. A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

account categories. In standard accounting practice, divisions into which accounts of a business are categorized—current assets, current liabilities, equity, revenues, expenses, and so on.

accounting period. A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

activity. The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) within the business or between the business and one or more outside parties.

activity ratios. Ratios that show the sales activity of the business in relation to its inventory and other assets; for example, the rate of return on fixed assets is the ratio of sales to fixed assets.

amortization. Depreciation applied to intangible assets such as goodwill and leasehold improvements.

application. A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice or process—for example, Accounts Payable, Accounts Receivable, or Payroll.

assets. The resources (such as cash, investments, manufacturing materials, inventory, buildings, leases, fixtures) owned by a business. Assets are entered as debits in asset accounts.

audit trail. A detailed record of accounting activity used to account for the source of every dollar in the accounts. Even though the most common types of accounting errors are eliminated or greatly reduced when you use the General Ledger system, you should always have an audit trail.

back up. To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

balance. The difference between the total debit entries and the total credit entries for an account. If debits are greater than credits, the account has a debit balance; if credits are greater than debits, the account has a credit balance.

balance sheet. A standard financial statement that summarizes the financial status of a business at a given time, according to the fundamental accounting equation Assets = Liabilities + Owner's Equity.

capital. Claims on a company's assets by the owners; includes both the funds contributed by the owners, and the income earned by the business and not distributed (retained earnings).

clear and close. The transfer of the balances from revenue and expense accounts to an equity account at the end of the fiscal year (or quarter) to clear the accounts for the next year's entries.

company. In OSAS, a business record associated with its own files, tables, and menu of applications.

compound entry. A journal entry in which a debit is offset by more than one credit (or vice versa).

consolidated statements. Financial statements prepared by using the sum of the accounts of several companies as if they were one company. You can print consolidated statements for companies that are on the same computer or for companies that are on different computers.

conversion. The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

depreciation. The allocation of the cost of using up fixed assets over time in the form of a particular portion per accounting period.

dividends. The portion of the net income paid out directly to the stockholders as a return on their capital investment.

expenses. The costs incurred in earning the revenue: the cost of goods sold, wages, rent, and so on.

field. A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file. A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

function. A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **table**.

general ledger. A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

goodwill. An intangible asset representing the potential earning power of a business in excess of the current market value of its net assets.

income. The excess of revenues over expenses in an accounting period.

income statement. A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

income summary account. An account that holds the net income temporarily in closing the books, before distributing it to various equity accounts.

installation. The process of adding an application to an existing system. *See also* **conversion**.

interface. To join to another application for the purpose of having information entered in one application update information in another application's files.

inventory. The goods a business owns at a particular time, whether held for direct sale or for use in manufacturing goods for future sale. Manufacturing inventory is usually divided into raw material, work in process, and finished goods.

journal. A chronological record of transactions.

journal entries. Transactions recorded in a journal.

leverage ratios. Ratios used to determine how much the business is encumbered by its liabilities: the ratio of debt (liabilities) to assets and of debt to equity.

liabilities. The claims of creditors upon the business's resources (assets)—accounts, salaries, taxes, and so on—payable to parties other than the owners.

liquidity ratios. Ratios that indicate the amount of cash that could be available for investment after meeting short-term obligations. The current liquidity ratio is the ratio of current assets to current liabilities. The quick ratio is the ratio of current assets less inventory to current liabilities.

memo account. An account that stores various numbers you may need in calculations—for example, the number of shares of stock outstanding or the number of days in each month (for sales reports).

menu. A list of applications, functions, options, or other menus.

post. To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

profitability ratios. An indication of how much the net profit is in relation to the size of the business. The net profit margin is the ratio of net profit to sales; the return on assets and return on equity are the ratios of the profit to total assets and to equity, respectively. The earnings per share show the dollar amount of profit per share of stock.

program. A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

purge. To remove from the system. *See also* **restore**.

quarterly system. The system you use if your basic accounting period is one week and you close the books at the end of every quarter (13 weeks). You can also use a fiscal-year system, with a basic accounting period of one month.

ratio analysis. A financial report you can use to assess aspects of financial performance. There are activity, leverage, liquidity, and profitability ratios.

record. A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

recurring entries. Journal entries you make regularly in the same amounts—for example, depreciation entries. You can set up recurring entries in the GLRExxx (Recurring Entries) file and copy them all at once at the appropriate times.

restore. To bring information back to its original place and condition. *See also* **purge**.

retained earnings. Income earned by a company during the year, but not yet distributed as dividends to the owners/stockholders. Retained earnings form part of the equity of the business.

reversing entry. A journal entry you make to cancel a previous entry. It consists of an equal credit to the account previously debited and a corresponding debit to the account previously credited.

run code. A number that identifies the group a recurring entry belongs to.

source code. A code that identifies the source of a journal entry.

statement layouts and contents. Records that control the appearance and contents of the statements and reports you print through the Statements function.

statements. The standard financial statements (such as the balance sheet, the income statement, and the cash flow statement) you produce at the end of each accounting period, which detail the company's financial performance. You can also produce the Ratio Analysis and other reports (such as sales reports).

table. A grid that holds records and is visible. *See also* **file**.

transaction. A credit or debit made to an account. Each journal entry consists of at least one debit and one credit transaction.

trial balance. A report that shows the balance of each account in the general ledger. The total credits must equal the total debits.

variance. The difference between two balances for the same account—for example, between the balance of this year and last year.

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